



**ARKANSAS TECH UNIVERSITY
TRAVEL CARD POLICIES AND GUIDELINES MANUAL**

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INTRODUCTION

Welcome to the State of Arkansas/Arkansas Tech University Travel Card (TCard) Program. As an Agency of the State of Arkansas, Arkansas Tech University is participating in this program. The Travel Card Program provides travelers a safe, effective, convenient, and commercially available method to pay for expenses incidental to official university travel, including local travel. The travel card is intended for official state/university travel-related use only and should never be used for personal purchases or to pay for someone else's travel expenses. It is a State sponsored Mastercard used for making purchases related to official University travel. This program is designed to help reduce the amount of personal travel funds needed to purchase (airline tickets, baggage fees, lodging, parking, rental car fees, taxi and shuttle). It is intended that the TCard be issued to University full- time employees to enhance the University and departmental effectiveness or economy of operations. Liability for payment, total responsibility and accountability for TCard transactions resides at the department level. Personal purchases are strictly forbidden and may result in disciplinary action.

Employees who use any of the state travel cards for personal expenditures expose themselves to having their cards suspended or cancelled and possible disciplinary actions by their employing agency/institutions. Several high exposure business categories are blocked from use by state employees. Should an employee attempt to use any of the state travel cards in these establishments a declined report is generated which identifies the employee, card number, date, time, amount and type of establishment. Use of any of the State travel cards in these establishments provides grounds for revocation of the card and disciplinary action by the agency/university.

Agency/Institution Travel Administrators are responsible for reviewing all charges placed on these accounts. In addition, the Office of State Procurement will monitor the activity in the program, and inform Travel Administrators and Managers of suspected abuse of the card. Administrators and managers should take appropriate disciplinary actions when warranted, to include requesting cards be cancelled and whatever personnel actions are appropriate. Individuals and University departments, as a condition of participation in the TCard program shall abide by the terms of the guidelines unless written exemption is requested and approved by ATU Administration and the Department of Finance Office of Accounting.

The success of the Travel Card Program and its continuing use depends on your participation and cooperation. It requires that you read and follow the guidelines in this document and all travel laws and guidelines mandated by the State of Arkansas. It is accepted that no policy and guideline statement can cover all eventualities. Exceptional cases will be resolved as circumstances and prudent business practices warrant on a case-by-case basis.

Types of Travel Cards

Arkansas Tech University may administer three types of travel cards.

1. **CTS Card , or “ghost card”** as it is often called, of which only one exists for the University and it is held in Travel Services for use by those who travel infrequently and do not have access to a travel card via their department. No actual plastic card is issued for this account.
2. The **Departmental card** is issued in the name of the University department requesting it. There is a plastic card issued. This account is assigned a liaison, most often a departmental administrative assistant, by the department head or dean, and is available for use by departmental members for allowable travel charges. Each department member who wishes to use the card must sign an agreement and complete a brief training session prior to use. The TCard Agreement must be completed by the liaison for the account and be approved by his/her Dean or Department Head and Vice President. The liaison will also be required to complete training on the use of the travel card prior to receiving the card. This card is to never be carried by a traveler on his/her trip.
3. The **Individual card** is issued in the name of the traveler and a physical card is issued. The cardholder must be a full-time employee of Arkansas Tech University and complete the TCard Agreement which will then be approved by his/her Dean or Department Head and Vice President. The individual cardholder will be required to complete travel card training prior to receiving the card.

Benefits of the Travel Card

The card offers time and monetary savings to the University and cardholders. It reduces the amount of personal funds needed to purchase airline tickets, baggage fees, conference registration fees, lodging, parking, rental car, and taxi or shuttle.

Cardholder Responsibilities

Departmental card liaisons, employees that use departmental cards and individual cardholders must do the following

1. Register the card at <https://spacardportal.works.com/gar/login>
2. Obtain all original receipts for each transaction
3. Monitor account for any fraudulent activity on a regular basis
4. Complete the TCard transaction log monthly and submit it along with all original receipts to Travel Services
5. Use the card as mandated and in accordance with all University and State travel policies and regulations.
6. Report lost or stolen cards immediately to Mastercard at 888-449-2273.
7. Any violation will be considered an “occurrence” and will be discussed with the cardholder or liaison and noted on his/her account.
 - a. An accumulation of three occurrences will result in mandatory retraining and any additional occurrences may result in revocation of card privileges or further disciplinary action.

Allowable Charges for travel

- Airline tickets
- Baggage fees-**First** checked bag only, state law limits baggage fee payment to one checked bag.
- Conference registration fees
- Lodging-present a personal credit card for incidentals upon check-in
- Parking
- Rental car
- Taxi, shuttles

Non-Allowable Charges include, but are not limited to

- Meals-without prior approval from ATU Administration and the DFA Office of State Accounting-**only** possible for those traveling with students.
- Personal purchases of any kind
- Airline tickets purchased for family members with plans to reimburse the University at a later date
- First class airline tickets
- ATM Charges
- Alcohol
- Meals-without approval from the Office of State Accounting **and** ATU Administration and applies only to Student Group travel
- Incidental Hotel Charges-movies, laundry, etc.
- Add-on entertainment purchases, such as tickets to a performance that can be purchased in conjunction with a conference registration.
- Purchases paid for with Agency Funds
- Any good or service that should be purchased on the ATU Procurement Card

For staff and faculty travel, meals remain a strictly reimbursable expense and may **not** be applied to the TCard.

An ATU employee traveling with students may request approval to charge meals on his or her TCard. This approval must be obtained from Arkansas Tech Administration and the Department of Finance and Administration Accounting Office. If you feel that your circumstances warrant charging meals to your TCard, please contact Travel Services to initiate the approval process. Meal amounts for ATU employees placed on the TCard may not exceed the per diem limits set by the State of Arkansas. Meals purchased for student athletes must be in compliance with all NCAA rules and regulations.

Travel Card Dollar Limits

Standard monthly limit is set at \$2,500 for departmental and individual account. The departmental liaison or individual cardholder should request this amount on the TCard Agreement. If a higher or lower limit is requested, the request may require justification from the requestor. Single transaction limits are set at \$1,000.

Circumstances for Travel Card to Decline

1. Exceeding the designated monthly limit
2. Exceeded single transaction limit
3. Cardholder has attempted to use the card for blocked MCC (merchant category code). Merchant codes are four-digit numbers used by the bankcard industry to classify suppliers into market segments. There are approximately 600 MCCs that denote various types of businesses. The MCC is assigned by the acquiring financial institutions when a supplier first begins accepting Visa payment cards.
4. Card was not activated with Bank of America online.