



Local Fund Individual Travel Card Quick Guide

1. All Travel Card transactions must directly benefit the university and be in compliance with university, state, and federal rules and regulations.
2. Travel Card users are responsible for always safeguarding the Travel Card and account number. Travel Card users should not allow anyone else to use the Travel Card or Travel Card account number, unless they are authorized to do so in accordance with University guidelines.
3. Travel Card can be used for the following travel and travel-related charges:
 - a. Airfare
 - b. Hotel
 - c. Rental car
 - d. Gasoline for rental car
 - e. Registration
 - f. Travel meals for the traveler only during an overnight trip
 - g. Travel incidentals
 - h. Business meals for the traveler and others during the business trip
 - i. Books, supplies, or other materials needed while traveling
4. The following cannot be purchased on any Travel Card:
 - a. Items for personal use/purpose
 - b. Airfare that includes one or more non-business destination(s)
 - c. Items that are not related to university business travel, except for business meals and needed materials purchased by the traveler during travel status
 - d. Items prohibited by a sponsored agreement when using sponsored project funds to pay for Travel Card transactions
 - e. Travel meals for the traveler during a non-overnight trip
 - f. Cash advances
 - g. First class or business class airfare, unless the receipt or backup document clearly indicates that there is no additional cost for the upgrade.
 - h. Purchases using PayPal, unless the vendor only accepts PayPal as a payment method and the required documents are uploaded.
 - i. Gratuity exceeding 20% of the transaction amount on transactions that normally require gratuity, such as meals and taxis. Gratuity is only allowed on Travel Cards charged to local funds.
 - j. Moving relocation payments.



- k. Other purchases prohibited by University Policy (e.g., purchases that are considered extravagant)
- 5. When making purchases from Texas vendors, the cardholder must claim exemption from State of Texas sales tax using the university's Tax Exemption Certificate. If a Texas vendor charges more than \$10 of sales tax to the T-Card, the cardholder must take the following actions:
 - a. Within 15 days of the transaction, request the vendor in writing to issue credit for the sales tax back to the cardholder's card. Upload this document as a backup document along with the Expense Report for the card.
 - b. Verifying the credit is received in the same or following billing cycle. If not, follow up with the vendor.
 - c. If the vendor refuses to give the credit back, discontinue using that vendor, if possible.
 - d. If sales taxes are charged to grant cost centers, they must be reallocated to appropriate local cost centers.
- 6. If a T-Card cardholder is not sure whether a purchase is allowed, the cardholder should not make the purchase until they confirm with their College/Division Administrator, the T-Card Program Coordinator, or T-Card Program Administrator that it is allowable. Colleges / divisions may set additional purchase restrictions for the Travel Cards issued to their employees.

The College/Division Administrator is ultimately responsible for overseeing the use of Travel Cards within their college/division. Unless otherwise indicated, the CDA may delegate Travel Card administrative tasks to other individuals within their college/division but retains primary responsibility for ensuring that transactions are appropriately reviewed, approved, documented, assigned the correct cost center and account, and that the other tasks described above are completed in a timely manner. The CDA may request the inactivation or cancellation of a Travel Card within their college/division at any time at their discretion.