

Texas A&M University at Galveston Travel Card Checklist

Card activation

- a) Call the Citibank phone number of the label on the front of your card or go to www.citimanager.com/corporate.
- b) Citibank will require you to identify yourself by providing the last 4 digits of your UIN and require you to establish a four (4) digit PIN. If you do not know your UIN, contact HR for assistance.

Cardholder Responsibilities (you are the cardholder- not your assistant, co-worker, student worker)

- a) The cardholder is responsible for the security of the card at all times.
- b) Only business related travel expenses are allowed on the travel card. No personal charges may be charged to the travel card.

The Agency Liability Travel Card may be used for airfare, hotel, car rental, taxi, bus, train, etc (all means of commercial transportation) along with Restaurants, Parking and Incidental expenses. If using state funds only airfare, hotel, car rental, taxi, bus, train, etc (all means of commercial transportation) can be charged to the travel card.

Airfare

- a) Airline receipt(s) must be attached to the expense report in Concur.
- b) When using State Funds you must use an airline on state contract unless services can be obtained at a lower total cost or one of the seven other exceptions applies.

<http://www.window.state.tx.us/procurement/prog/stmp/stmp-airline-contract/>

<http://www.tamus.edu/assets/files/travel/pdf/STMP%20Travel%20Exception%20Form.pdf>

Hotel

- a) No personal charges (games, movies, etc.).
- b) When using State Funds you must use a hotel on state contract unless services can be obtained at a lower total cost or one of the seven other exceptions applies.

<http://www.window.state.tx.us/procurement/prog/stmp/stmp-hotel-contract/>

<http://www.tamus.edu/assets/files/travel/pdf/STMP%20Travel%20Exception%20Form.pdf>

- c) When traveling in state the traveler must submit a Texas Hotel Occupancy Tax Exempt Form upon checking into the hotel.

<http://fmo.tamu.edu/media/64720/texas-hotel-occupancy-exemption.pdf>

- d) You should also present Texas State Sales and Use Tax Exemption Form when making other purchases at the hotel.

<http://fmo.tamu.edu/media/65002/tx-sales-tax-exemption.pdf>

- e) Parking paid directly to a hotel is allowable on state or local funds.
- f) Meals charged to your hotel room are allowable on state or local funds, and an itemized receipt must be provided. No exceptions.

Car Rental

The rental car companies listed below are either on state contract or are on a contract established by TAMU/TAMUG with the vendor. When using state funds you must use Avis unless any of the companies referenced below offers a lower rate. LDW & CDW are included in the daily rental rates offered by the vendors listed below. Any additional insurance requested will be at the expense of the traveler and will not be reimbursed. With the exception of PAI taken when transporting students.

	<u>Avis</u>	<u>Enterprise</u>	<u>National</u>	<u>Hertz</u>
TAMUG Contract numbers	F999718	UTS718	UTS718	1721091

Restaurants

- a) Individual travel meals – this means you do not conduct business while eating – Meals cannot be charged to a Citibank travel card if travel expenses will be paid with state funds; all meals charged to the card must be on local funds only. Individual meals purchased while in travel status are not exempt from Texas State Sales Tax.
- b) Business meal – this means you do conduct business while eating and must satisfy the IRS requirements – Who you ate with – their name and/or title, What business was discussed, Why it benefits TAMUG, Where the meal took place, i.e., name of restaurant and location, i.e, The Steakhouse in Austin, and When, i.e., the date of the business meal. If travel is within the state of Texas a Texas State Sales and Use Tax Exemption Form is required to be submitted prior to ordering for Business Meals Only – this is your responsibility as the card holder. Any tax incurred will become a personal expense. <http://fmo.tamu.edu/media/65002/tx-sales-tax-exemption.pdf> Receipt “must” be an itemized receipt – no exceptions. Any alcohol will be a personal expense unless there is a FAMIS account that allows the purchase of alcohol.

Parking and Incidentals

- a) Local funds only
- b) Exception: parking is allowable on state funds only if paid directly to a hotel.
- c) Exception: fuel is allowable on state funds only if paid directly to a car rental company.

Immediately notify Citibank at (800)248-4553 or (800) 790-7206, your department, or Jackie Cherry in TAMUG FMS (409)740-4432 if the card is lost or stolen. If outside the US, call collect to (904) 954-7314. Dispute fraudulent transactions within 60 days of the statement date in which the transaction appears.