

**UNIVERSITY of HOUSTON**  
**MANUAL OF ADMINISTRATIVE POLICIES AND PROCEDURES**

**SECTION: Procurement**  
**AREA: Travel**

**Number: 04.02.01C**

<b>SUBJECT: Corporate Travel Card</b>
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**I. PURPOSE AND SCOPE**

Corporate travel cards are provided to faculty and staff who travel on a regular basis for purchasing travel-related goods and services.

This document applies to all charges to the corporate travel card, whether reimbursed from state or local funds.

**II. POLICY STATEMENT**

Corporate travel cards are issued to those faculty and staff employees who request and qualify for such a card. Corporate travel cards must be used solely for the cardholder's allowable travel expenses related to official university travel. Non-travel expenditures are prohibited. All expenses must be reasonable and necessary for conducting university business and must benefit the university. Employees who misuse these cards may have their card cancelled and are subject to disciplinary action up to and including dismissal. Cardholders are also personally financially liable for paying their corporate travel card in a timely manner.

**III. DEFINITIONS**

- A. Corporate Travel Card: Charge card contracted by the state to be used to charge university business-related travel expenses. Corporate travel cards are issued in the name of the individual employee, who is responsible for all charges.
- B. Designated Headquarters: The geographic location in which an employee's place of business is located. In most cases, Houston is designated headquarters for University of Houston employees.
- C. Official University Travel: Travel undertaken by University of Houston employees to conduct official university business or represent the university in an official capacity.
- D. Retail Charge: Any charge to a merchant classified as a "retail" establishment by the corporate travel card vendor is a retail charge. The vendor ranks as retail by selecting a Merchant Category Code (MCC), so this definition applies to merchants that classify themselves as retail establishments. Retail establishments include, among others: clothing, shoe, accessory and jewelry stores; book, music, toy and hobby stores; florists; stores for furniture, electronics and home improvement items; shops for consumables (candy, cosmetics, liquor, tobacco); department stores and discount houses; stationary and office supply stores; and some oil company outlets (gas stations) and public parking facilities.
- E. Travel Coordinator: Person designated by the university to receive and disseminate information relative to the State Travel Management Program for compliance with Texas Comptroller's Office rules for contracted travel services.

- F. Travel Expense Report: The form used to document local-funded travel, request reimbursement for out-of-pocket expenses, and provide any additional approvals necessary ([MAPP 04.02.01B](#)).
- G. Travel Voucher: The form used to document state-funded travel, request reimbursement for out-of-pocket expenses, and provide any additional approvals necessary ([MAPP 04.02.01A](#)).

#### IV. APPLICATION FOR AND ISSUANCE OF THE CORPORATE TRAVEL CARD

- A. The applicant must meet the following criteria:
  - 1. They must be a benefits-eligible faculty or staff.
  - 2. They must expect to take at least three trips or spend at least \$500 in travel expenses during the fiscal year.
- B. The applicant must take the following steps to complete the application process:
  - 1. Complete a Corporate Travel Card Application, including name, home address, social security number, date of birth, state agency number (730 for UH), business phone number, home phone number and signature. Cardholders may not use the University of Houston as the billing address. Card Applications may be downloaded at the following address: <http://www.uh.edu/administration-finance/ap-travel/>
  - 2. Read and sign the Corporate Travel Card Use Agreement (<http://www.uh.edu/administration-finance/ap-travel/>).
  - 3. Obtain the employee's supervisor's signature on the Card Use Agreement.
  - 4. Submit the Application and Agreement to the university Travel Coordinator, who will forward the application to the bank for processing.
- C. If the application is approved by the bank, the following steps will be taken:
  - 1. The corporate travel card will be mailed to the employee's home address within two weeks.
  - 2. The employee will activate his/her card by following the instructions included with the card.
  - 3. If the card is not received within two weeks, the employee should inform the Travel Coordinator, who will inform the corporate travel card vendor and request another card.
  - 4. The Travel Coordinator will forward the Card Use Agreement to Human Resources to be included in the employee's personnel file.

#### V. USE OF THE CORPORATE TRAVEL CARD

- A. The corporate travel card may be used to purchase the following travel-related services:
  - 1. Airfare;

2. Rental car;
  3. Hotel room;
  4. Meals for the cardholder while traveling;
  5. Gasoline for rental car (not personal car);
  6. Registration fee for a conference or workshop;
  7. Books, supplies or other materials needed while traveling;
  8. Business meals;
  9. Travel incidentals;
  10. Other travel expenses permitted under MAPP [04.02.01A](#) or [04.02.01B](#), depending on the type of funds used to reimburse the expense.
- B. The corporate travel card may not be used for the following:
1. Expenses not related to official university travel;
  2. Expenses which are not reimbursable under MAPP [04.02.01A](#) or [04.02.01B](#);
  3. Retail charges in excess of the established limit, currently \$200 per billing cycle (see the above definition of retail charges);
  4. Charges in excess of the established limit of the corporate travel card;
  5. Cash advances (i.e., ATM withdrawals).
- C. Payment of the corporate travel card
- The corporate travel card's balance must be paid in full each month (less disputed charges) by the cardholder. Disputed charges must be documented in accordance with the standards set by the bank that issued the card.
- D. Additional insurance coverage
- The corporate travel card provides travel insurance when airfare is charged to the traveler's individual corporate travel card.

## VI. REIMBURSEMENT FOR CORPORATE TRAVEL CARD EXPENDITURES

Corporate travel card expenditures are reimbursed on a Travel Voucher or Travel Expense Report in accordance with the requirements of MAPP [04.02.01A](#) and [04.02.01B](#).

Late payment penalties and/or interest charges incurred by the cardholder will not be reimbursed by the university.

## VII. CANCELLATION OF THE CORPORATE TRAVEL CARD

- A. The corporate travel card may be cancelled for one of the following reasons:

1. An employee changes positions within the university and does not need the corporate travel card in the new position;
2. An employee terminates employment with the university;
3. An employee's corporate travel card account is more than 60 days delinquent;
4. An employee is suspected of misusing his/her corporate travel card;
5. A corporate travel card is lost, stolen, or used by someone other than the cardholder;
6. An employee no longer needs the card in their current position;
7. The card has not been used in more than 12 months.

B. The procedure for canceling a corporate travel card is as follows:

1. If the card is believed to be lost or stolen, the cardholder must immediately call the bank to cancel the card and request a replacement card, if needed.
2. If an employee determines that they no longer need the card or terminates employment with the university, the employee must call the bank to cancel the account and destroy the card.
3. Cardholders who are more than 60 days delinquent in paying their corporate travel card or who are believed to have misused their card (i.e., used it to purposely charge non-travel or personal expenses) will be subject to the following actions:
  - a. The employee's corporate travel card may be cancelled by the Travel Coordinator and/or the bank.
  - b. Deliberate misuse of the card may result in additional disciplinary action, up to and including termination of employment.

VIII. REVIEW AND RESPONSIBILITIES

Responsible Party: Associate Vice President for Finance  
 Review: Every three years on or before June 1

IX. APPROVALS

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 Jim McShan  
 Interim Vice President for Administration and Finance

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 Renu Khator  
 President

Date of President's Approval: July 29, 2015

## X. REFERENCES

[State of Texas Travel Rules and Regulations](#)

UH System Administrative Memoranda [01.C.05](#) – Executive Travel

SAM [03.A.03](#) – Business Travel

MAPP [04.02.01A](#) – Travel Paid From State-Appropriated Funds

MAPP [04.02.01B](#) – Travel Paid from Local Funds

MAPP [05.02.01](#) – Expenditure and Expenditure Authority

**REVISION LOG**

<b>Revision Number</b>	<b>Approved Date</b>	<b>Description of Changes</b>
1	06/07/2000	Initial version
2	08/12/2002	Replaced General Services Commission with Texas Building and Procurement Commission (TBPC) throughout the procedure. Added Travel Expense Report to Section III. Added web site address for Card applications; removed the requirement for a College/Division Administrator's signature for the Card Application. Added Section V.D on additional insurance coverage. Removed Section VII. Made alterations to Addendum A per current operating requirements
3	01/29/2004	Applied revised MAPP template. Exchanged Bank of America for Bank One as the state-contracted travel card vendor throughout the procedure.
4	10/16/2007	Applied revised MAPP template. Updated the Corporate Travel Card Application (Addendum A). Information related to the name of the bank has been removed to make the provisions more general. The appeals process described in Section VII.B.3 has been removed
5	07/29/2015	Applied revised MAPP template and added new Revision Log. Removed definition of "travel" from Section I. Added information on retail charge establishment to Section III.D. Removed reference to Texas Building and Procurement Commission (TBPC) and replaced with Texas Comptroller's Office in Section III.E. Added web link for Corporate Travel Card application in Section IV.B, and removed Addendum A. Removed dollar amount of travel insurance from Section V.D. Added MAPP 04.02.01B to Section X. Added web links as appropriate, and removed Index terms