

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

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

**Number: 04.02.05**

<b>SUBJECT: Travel Card</b>
-----------------------------

**I. PURPOSE AND SCOPE**

The State of Texas contracts with a bank to issue travel cards to state agencies and universities that wish to use them. The University of Houston uses travel cards that are billed to the university to increase the efficiency of the procurement process and reduce out-of-pocket reimbursements for travel-related purchases. Corporate Travel Cards, which are billed to the employee, are addressed in [MAPP 04.02.01C](#).

This document assigns responsibilities and assists university personnel in the appropriate use and administration of travel cards.

**II. POLICY STATEMENT**

- A. Accounts Payable is responsible to provide training and guidelines to cardholders and administrators for the appropriate use and administration of travel cards. Accounts Payable also serves as the intermediary between the bank and cardholders/administrators by issuing/canceling travel cards, reporting disputed charges to the bank on the cardholder's behalf, and processing payments to the bank.
- B. College/Division Administrators (CDAs) are responsible for overseeing the use and administration of travel cards within their college/division. Though College/Division Administrators may delegate certain administrative tasks to others within their college/division, known as Business Contacts, the CDAs are responsible for ensuring that all tasks are completed accurately and timely.
- C. All College/Division Administrators, Business Contacts, and cardholders must comply with the travel card guidelines issued by Accounts Payable, which are located on the [UH Finance web site](#).
- D. Accounts Payable will notify the College/Division Administrator of any known or suspected instances of non-compliance with these guidelines. Depending on the number and severity of the non-compliance, Accounts Payable might inactivate or cancel a travel card, and the cardholder might be subject to disciplinary action up to and including termination of employment and criminal charges.

**III. REVIEW AND RESPONSIBILITIES**

Responsible Party: Senior Associate Vice President for Finance

Review: Every three years on or before January 1

## IV. APPROVAL

\_\_\_\_\_  
Jim McShan

Senior Vice President for Administration and Finance

\_\_\_\_\_  
Renu Khator

President

Date of President's Approval: \_\_\_\_\_ October 4, 2018

## V. REFERENCES

Travel Card Guidelines: [http://www.uh.edu/finance/pages/AP\\_Travel.htm](http://www.uh.edu/finance/pages/AP_Travel.htm)

### REVISION LOG

Revision Number	Approved Date	Description of Changes
1	10/16/2007	Initial version
2	05/13/2011	Applied revised MAPP template and added new Revision Log. Provided hyperlink in Section 1.0. No content revision per Subject Matter Expert for this review cycle
3	09/25/2015	Changed title in Section IV to Interim Vice President for Administration and Finance. No content revision per Subject Matter Expert for this review cycle
4	09/27/2018	Changed titles as applicable. No additional redlines were indicated per the Subject Matter Experts (SMEs)