

HEALTH SCIENCE CENTER HANDBOOK OF OPERATING PROCEDURES

Chapter 6	Fiscal Policies and Procedures	Effective:	May 2000
Section 6.2	Travel Policies and Procedures	Revised:	September 2008
Policy 6.2.8	Individual Travel Credit Cards	Responsibility:	Assistant Vice President for Business Affairs

INDIVIDUAL TRAVEL CREDIT CARDS

State Contract Travel Credit Card

The Texas Building and Procurement Commission, Division of Travel and Transportation, has selected [an approved corporate account](#) to provide travel credit card services to state travelers.

The travel card is issued to Health Science Center employees that travel three or more trips per fiscal year, or will spend more than \$500 per fiscal year on business travel. Travelers may purchase airfare, train, lodging, and car rentals on their account. Additionally, they may use the card for meals and retail expenses related to business travel while away from their headquarters city.

Applications and processing are handled by the Travel Services Office, extension 210-562-6216.

Individual Liability

The individual travel card is an individual liability account. The responsibility to pay for charges on this card rests solely with the card holder. Cards will be cancelled for delinquency by the issuing bank. Final approval for the account is given only by the issuing bank.

Airline Tickets

All airfares must be purchased through a State-sponsored account, either with a State of Texas travel card or the University's account for central billing (UPT). See the *Handbook of Operating Procedures* (HOP), [Section 6.2.12](#), "Purchase of Airline Tickets" for procedures to purchase airfare using the central bill account. State contract airfares may be purchased ONLY with a State-sponsored account. The reason(s) for purchasing an airfare with a means other than a State of Texas corporate account must be indicated on the [State of Texas Travel Contractor Usage Statement](#). See the HOP, [Section 6.2.5](#), "Contract Airfares" for additional information.

Other Official Purchases

State issued corporate travel cards may be used for other business travel related purchases outside of the traveler's headquarters city, such as lodging, rental cars, meals, registrations, books and materials, etc., whether or not these purchases are reimbursed. These purchases may

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also be made using a personal credit card or other payment means of the individual's choice.

Currently, the State of Texas does not offer any card for payment of entertainment expenses, including business luncheons and/or alcoholic beverages. The individual travel card is not appropriate for such purchases.

Personal Use

State issued corporate travel cards may be used for State of Texas business travel purposes only in accordance with State Ethics Commission Ethics Advisory Opinion 89-112. University employees may use their state credit cards for business travel related purposes whether or not the purchase is in whole or part reimbursed by the University.
