MIDWESTERN STATE UNIVERSITY

Operating Policies & Procedures Manual

University Operating Policy/Procedure ("OP")
OP 70.08~~9~~: Use of State Travel Card

Approval Authority: President
Policy Type: University Operating Policy and Procedure
Policy Owner: President
Responsible Offices: Vice President for Administration and Finance
Next Scheduled Review: 09/01/2029. This OP will be reviewed September every three years, or as needed, by the Vice President for Administration and Finance, with recommended revisions forwarded to the President as needed.

I. Purpose/Reason

The purpose of this OP is to is to set forth the procedures to be followed in applying for the state travel card and conditions under which it can be used and/or terminated for employees of Midwestern State University ("MSU" or "University"), a component institution of the Texas Tech University ("TTU") System.

II. Policy/Procedure

A. Application Process

1. Applications for the state travel card are available by contacting the ~~Purchasing Office~~Business Office. Employees must complete the application and ~~send~~ return it ~~back~~ to the ~~Purchasing~~ Business Office for processing.

   ~~Note: There is not an annual fee associated with the state travel card.~~

2. Applicants for the state travel card will be subject to a pre-approval credit check.

B. Eligibility Requirements

1. Any MSU employee who expects to travel may apply for a state travel card, excluding temporary/~~casual~~ part-time and student employees.

2. ~~Citibank~~ U.S. Bank alone determines approval or denial of a state travel card and will notify the ~~Purchasing~~ Business Office on the status of each application.

C. State Travel Card Purpose

1. Travel must be for official university business travel as defined in MSU OP 70.01: Travel Guidelines and Definitions.

2. State travel credit cards are provided to faculty and staff who travel on three or more trips per year to use for purchasing travel-related goods and services, such as airfare, rental cards, lodging, and meals.

3. Travel must also be in accordance with the State's contract with ~~Citibank~~ U.S. Bank and STMP travel card rules.

D. Conditions and the Appropriate Use of the Travel Card

1. State travel cards are issued to faculty and staff employees who request and qualify for such a card. State travel cards must be used solely for the cardholder's allowable travel expenses related to official University business travel, and such charges must benefit the University. Non-travel expenditures are prohibited.

2. Employees are responsible for the payment of all charges made on their credit card. The University is not responsible for the charges, regardless of the type of charge, nor will the University be liable for nonpayment by the employee. Late payment of state travel card charges will be reported to the Vice President for Administration and Finance.

3. The state travel card is not for an employee's personal use nor is it intended for the expenses of other University employees.

4. Use of the state travel card for charges other than official state business travel is a direct violation of the State's contract with ~~CitiBank~~ U.S. Bank and the STMP (*Texas Administrative Code*, Title 34, Part 1, Chapter 5, Subchapter C, Section 5.22) and, therefore, is considered a misapplication of the state-issued card. **Employees who misuse the card may have their card cancelled and are subject to disciplinary action up to and including dismissal.**

E. Cancellation of the State Travel Card

1. ~~Citibank~~ U.S. Bank will suspend or cancel the use of the state travel card if the charges are not paid in a timely manner. If the card is suspended or cancelled for misuse or nonpayment, the employee will need to find other sources of funds for the travel expenses.

2. Upon termination of employment, the state travel card must be returned to the ~~Purchasing~~ Business Office to close the account.

F. ~~Retail Charges Limitation~~Cash Advance Restriction

Be advised that cash advances on the account are prohibited and the card may not be used to withdraw cash from an ATM.

1. ~~Citibank is required by contract to limit the use of the travel card for retail purchases up to $200. Retail charges may only be made in connection with travel on state business.~~

2. ~~Some registration fees may be considered a retail charge by Citibank. In these cases, the employee should notify the Purchasing Office, so they can notify Citibank to approve the charge.~~

G. Unauthorized ~~Retail~~ Charges

1. MSU has the right to review and audit the credit card transactions on all accounts. If any charges appear to be unrelated to official "State of Texas" business travel, the ~~Purchasing~~ Business Office will notify the employee by email.

2. After two emails of notification, the ~~Purchasing~~ Business Office will report these findings to the Vice President for Administration and Finance.

H. Right to Change Policy

MSU reserves the right to interpret, change, modify, amend, or rescind this policy, in whole or in part, at any time without prior notice or the consent of employees. U.S. Bank policies and State of Texas travel requirements and policies shall prevail over this Operating Policy.

~~2.~~

III. Related Statutes, Rules, Policies, Forms, and Websites

TTU

TTU System *Regents' Rule* 12.04

Link: Fly America Act Waiver Checklist

MSU

MSU OP 70.01: Travel Authority and Definitions for MSU
MSU OP 70.03: University Paid Expenses
MSU OP 70.05: Reimbursement of Travel Expenses
MSU OP 70.07: International Travel
MSU OP 70.08: Student Travel

IV. Responsible Office

Contact: Vice President for Administration and Finance
Phone: (940) 397-4237
E-mail: chris.stovall@msutexas.edu

V. Revision History

__ ______ 2026: Approved and adopted by MSU President Stacia Haynie as Operating Policy/Procedure ("OP") 70.09: Use of State Travel Card.

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Stacia Haynie, President
Midwestern State University

Date Signed: _________________________________

~~Current MSU Fiscal Policies and Procedures~~

~~Introduction~~

~~Travel by university employees is governed by the State of Texas Travel Regulations Act, the General Appropriations Act, the Rules and Regulations of the Board of Regents, official interpretations of the Travel Act as made by the State Comptroller of Public Accounts, and by these policies.~~

~~Generally, Textravel is the authoritative website regarding state travel rules and regulations. Textravel is located at https://fmx.cpa.state.tx.us/fmx/travel/textravel/index.php . In case of conflict between the Guide and this policy, this policy takes precedence.~~

~~This policy applies to employees and prospective employees traveling in a university capacity. Members of the Board of Regents and the President are exempt. Travel policies affecting students can be found on page 12 of these policies.~~

~~This policy applies to all local university funds. Travel using state appropriated funds is prohibited. The reimbursement limits established by this policy may be exceeded only if approval is obtained in advance of the travel. The applicable account manager may limit or prohibit reimbursement of any travel expenditure provided the traveler is notified in advance.~~

~~Foreign Travel~~

~~The president must approve all foreign travel in advance. Foreign travel is defined as all countries outside the 50 states, Mexico, Canada and U.S. possessions.~~

~~When properly approved, the university may reimburse an employee for actual meals and lodging expenses when traveling to foreign countries, not to exceed the maximum travel per diem allowances for foreign areas which can be found at www.gsa.gov/perdiem. All travel expenses must be converted to U.S. dollars and each exchange rate used for the conversion specified on the voucher. Appropriate lodging and meal receipts must be attached to the reimbursement vouchers. Expenses eligible for authorized travel reimbursement for travel in foreign countries are transportation, lodging, and meal expenses.~~

~~In lieu of reimbursement of meals based on actual receipts, the university may reimburse~~

~~an employee up to 100% of the maximum travel per diem allowances for foreign areas which can be found at the above web site. The employee must still document lodging expenses based on actual receipts. When requesting reimbursement based on per diem rates, the employee may not also request reimbursement for actual meal expenses. If requesting reimbursement based on per diem rates in lieu of maintaining actual cash receipts, the entire trip will be based on per diem rates and the employee cannot alternate meals with actual receipts and per diem rates unless the actual meal cost is less than the per diem rate.~~

~~Employees who travel to Alaska, Hawaii, Canada, Mexico, Guam, Puerto Rico, or any U.S. possession, may also be reimbursed for actual expenses for meals and lodging in accordance with the above guidelines, if prior written approval is received from the president or president's designee. The Request for Travel Authorization must state, "*Authorization for actual expense is requested.*" Lodging and meal receipts are required and may not exceed the maximum travel per diem allowances for these areas as defined at www.gsa.gov/perdiem. In lieu of actual receipts, 60% of the maximum travel per diem allowance for meals may also be used for these areas in accordance with the above guidelines.~~

TEXAS TECH UNIVERSITY

OP 34.06: Sponsorship of Student Activities and Off-Campus Trips

DATE: September 18, 2025

PURPOSE: The purpose of this Operating Policy/Procedure (OP) is to set forth the procedures to be followed in applying for a State of Texas travel card and conditions under which the cards can be used and/or terminated.

REVIEW: This OP will be reviewed every two years after publication by the Section Manager of Travel and Payment Card Services with substantive revisions forwarded through the Assistant Vice President and Chief Procurement Officer to the Senior Vice President for Administration & Finance and Chief Financial Officer.

POLICY/PROCEDURE

The Comptroller's State Travel Management Program (STMP), CitiBank, and Texas Tech University (TTU) have provided the following guidelines for the state of Texas travel card issued by CitiBank.

It is mandatory that all travel on appropriated funds (funds beginning with 11, 12, 13, and 14) is made using the Citibank card.

1. Application Process

a. Applications for the travel card may be downloaded from the Travel Services website under the Travel header. Employees should complete the *Application for Individual Bill Travel Card* and the *Texas Tech University/Texas Tech University System State of Texas Travel Card Use Agreement* forms and obtain their supervisor's signature on the application. The forms should then be sent to Travel Services for processing at travelservices@ttu.edu.

b. Upon receipt of the *Application for Individual Bill Travel Card*, online instructions for providing personal data will be emailed to the applicant. After submission of the online data, approval will be made by Travel Services, and the application will be forwarded to CitiBank for additional approval.

2. Eligibility Requirements

a. Employees who expect to travel on official state business may apply for a state travel card. Applicants for the state travel card must be full-time, benefits-eligible faculty, staff, or employees. Interns, temporary workers, contractors, vendors, or non-paid students cannot apply for the card.

b. Applicants for the state travel card will be subject to a pre-approval credit check by Citibank.

3. Conditions and the Appropriate Use of the Travel Card

a. The state travel card may be used only for official state business-related travel charges, such as airfare, rental cars, lodging, and meals. **Use of the card for personal charges is prohibited.** Use of the card for charges other than official state business travel is a direct violation of the state's contract with CitiBank and the STMP (Texas Administrative Code, Title 34, Part 1, Chapter 5, Subchapter C, Section 5.22) and, therefore, is a misapplication of the state-issued card. **Misuse of the card may result in corrective action up to and including termination.**

b. Employees are responsible for paying all charges made on their state travel card and must pay the account in full in a timely manner. Employees will be reimbursed for allowable travel expenses by submitting travel expense reports in Emburse Enterprise, formerly known as Chrome River. Employees are responsible for setting up an online account with Citibank and are encouraged to set up alerts and online communication tools. If the state travel card is suspected of fraudulent charges, the cardholder must contact Citibank immediately.

c. The state travel card must be reconciled and paid in a timely manner. Notifications will be sent to the cardholder and the cardholder's supervisor for any account delinquency over 30 days. If the account becomes 60 days delinquent, the state travel card will be permanently canceled, and Citibank will assess a 2.5% delinquent charge, which the cardholder will be responsible for paying. TTU is not responsible for the cardholder's charges, regardless of the type of charge, nor will TTU be liable for nonpayment by the employee.

d. The Texas Administrative Code (TAC), Section 20.413, requires a state travel card to be used for all work-related travel expenditures when using state-appropriated funding (funds beginning with 11, 12, 13, or 14 [Note: 13 funds do not allow travel]). Refer to OP 79.01, Travel Authority for Texas Tech University Faculty, Staff, and Students, for the TTU travel policy for all funding types, including state-appropriated funds.

e. Employees with an active state travel card may receive travel advances for international travel or prepaid travel expenses that will be billed before the travel return date. Employees who obtain the state travel card will not be eligible to receive a travel advance for non-prepaid expenditures.

4. Cancellation of Travel Cards

a. CitiBank will suspend or cancel the use of the state travel card if the charges are not paid in a timely manner. If the card is suspended or canceled for misuse or nonpayment, the employee will not be eligible for travel advances until the card is paid in full.

b. Upon termination of employment, the department has the specific obligation to reclaim the travel card, destroy it, and immediately notify Travel Services. Travel Services will then close the account. The terminated employee will still be responsible for any outstanding card balance.

5. Right to Change Policy

TTU reserves the right to interpret, change, modify, amend, or rescind this policy, in whole or in part, at any time without prior notice or the consent of employees. Citibank policies and State of Texas travel requirements and policies shall prevail over this Operating Policy.

Email travelservices@ttu.edu for assistance.

Attachment A: *Application Form for Individual Bill Card Travel and Texas Tech University / Texas Tech University System State of Texas Travel Card User Agreement*

Angelo State University

OP 70.08 Use of State Travel Card

PURPOSE:

The purpose of this Operating Policy and Procedure (OP) is to set forth the procedures to be followed in applying for the state travel card and conditions under which it can be used and/or terminated.

REVIEW:

This OP will be reviewed September every five years, or as needed, by the purchasing and travel supervisor and director of contracts and procurement with recommended revisions forwarded through the vice president for finance and administration to the president as needed.

POLICY/PROCEDURE

The State Travel Management Program (STMP), Citibank, and Angelo State University (ASU) have provided the following guidelines for the state of Texas travel card issued by Citibank.

Application Process

1. Applications for the state travel card are available by contacting the Purchasing Office. Employees must complete the application and send it back to the Purchasing Office for processing.

   Note: There is not an annual fee associated with the state travel card.

2. Applicants for the state travel card will be subject to a pre-approval credit check.

Eligibility Requirements

1. Any ASU employee who expects to travel may apply for a state travel card, excluding temporary/casual and student employees.

2. Citibank alone determines approval or denial of a state travel card and will notify the Purchasing Office on the status of each application.

State Travel Card Purpose

1. Travel must be for official university business travel as defined in *Travel Guidelines and Definitions, OP 70.01*.

2. State travel credit cards are provided to faculty and staff who travel on three or more trips per year to use for purchasing travel-related goods and services, such as airfare, rental cards, lodging, and meals.

3. Travel must also be in accordance with the state's contract with Citibank and STMP travel card rules.

Conditions and the Appropriate Use of the Travel Card

1. State travel cards are issued to faculty and staff employees who request and qualify for such a card. State travel cards must be used solely for the cardholder's allowable travel expenses related to official university business travel, and such charges must benefit the university. Non-travel expenditures are prohibited.

2. Employees are responsible for the payment of all charges made on their credit card. The university is not responsible for the charges, regardless of the type of charge, nor will the university be liable for nonpayment by the employee. Late payment of state travel card charges will be reported to the vice president for finance and administration.

3, The state travel card is not for an employee's personal use nor is it intended for the expenses of other university employees.

4, Use of the state travel card for charges other than official state business travel is a direct violation of the state's contract with CitiBank and the STMP (Texas Administrative Code, Title 34, Part 1, Chapter 5, Subchapter C, Section 5.22) and, therefore, is considered a misapplication of the state-issued card. **Employees who misuse the card may have their card cancelled and are subject to disciplinary action up to and including dismissal.**

Cancellation of State Travel Cards

1. Citibank will suspend or cancel the use of the state travel card if the charges are not paid in a timely manner. If the card is suspended or cancelled for misuse or nonpayment, the employee will need to find other sources of funds for the travel expenses.
2. Upon termination of employment, the state travel card must be returned to the Purchasing Office to close the account.

Retail Charges Limitation

1. Citibank is required by contract to limit the use of the travel card for retail purchases up to $200. Retail charges may only be made in connection with travel on state business.

2. Some registration fees may be considered a retail charge by Citibank. In these cases, the employee should notify the Purchasing Office, so they can notify Citibank to approve the charge.

Unauthorized Retail Charges

1. ASU has the right to review and audit the credit card transactions on all accounts. If any charges appear to be unrelated to official "State of Texas" business travel, the Purchasing Office will notify the employee by email.

2. After two emails of notification, the Purchasing Office will report these findings to the vice president for finance and administration.

Right to Change Policy

ASU reserves the right to interpret, change, modify, amend, or rescind this policy, in whole, or in part, at any time without prior notice or the consent of employees.