

Conditions of Participation in Use of T-Card/CBA

Northwestern State University, as condition of participation in the Travel Card Program shall abide by the terms of all State travel rules, laws and regulations, and NSU Internal Procedures.

All program participants, i.e. Program Administrators, Cardholder, CBA Accountholder/Authorizer and Cardholder Approvers are required to complete the State online LEO certification class annually, receiving a passing grade of at least 90 in order to remain as program participants. These certifications will be developed and updated, as necessary, by the Office of State Travel. Note: The certification class for the CBA accountholder/authorizer is the same as a cardholder's certification.

All program participants must sign the most current State of Louisiana Corporate Liability Travel Card Program Agreement Form for the applicable program role on an annual basis. Agreements acknowledge and outline the applicable responsibilities under the program. Original forms must be submitted to Business Affairs/Travel Program Administrator. The cardholder's Approver should maintain a copy in their file. Note: The Agreement form for the CBA accountholder/authorizer is the same as a cardholder's agreement form.

Cardholders and their Approvers are also required to complete NSU's internal policy and procedure training available on Moodle before cards can be issued. Annual refresher training must be completed thereafter to remain active in the program. Proof of annual training for all program participants is maintained by Business Affairs/Travel.