

Card Usage

Allowable transactions:

- a. Airfare – STATE CONTRACTED TRAVEL AGENT USE IS MANDATORY
- b. State Contracted Travel Agent Fees
- c. Registration for Conference/Workshop. Membership Dues allowed **only** when included in registration costs.
- d. Hotel/Lodging
- e. Rental Car – STATE CONTRACTED VEHICLE RENTALS (MANDATORY)
- f. Tolls in conjunction with the contracted vehicle rental
- g. Parking – Only with hotel stay and combined on the invoice **and USPARK**
- h. Internet Services, for business purposes only – Only with hotel stay and combined on the invoice/hotel folio
- i. Gasoline for Rental Car
- j. Shuttle Service – Only when pre-paid prior to trip. Not for individual ground transportation during a business trip such as taxi, bus, etc.

Disallowable transactions:

- a. Loan to another person or use to pay for another person's expenses.
- b. Give account number or pin number to any individual other than the merchant in which a purchase is being made.
Note: Card must be used as credit at all times
- c. Include the full Travel Card account number in emails, faxes, reports, memos etc. If necessary, use of the last four or eight digits are allowed. In the event that using the full account number is necessary to make hotel reservations, caution should be exercised by cardholder to ensure that the full account number is used in a secure environment with a valid hotel.
- d. Use an individual Travel Card for personal, non-business expenses for any reason.
- e. Pay State sales taxes for **hotel, in-state vehicle rentals, and USPARK parking charges** when using the Travel Card, since it is a state liability.
- f. Use the Travel Card to access or attempt to access cash under any circumstances.
- g. Accept cash, gift cards or store credit in lieu of a credit to the Travel Card account.
- h. Never use for incidentals. Traveler must present personal credit when checking into a hotel to cover any incidental expenses. If incidentals are incurred during a business trip, traveler must be reimbursed on a **Travel Expense Account**.
- i. Purchase of alcohol, food, or entertainment services.
- j. Pay for fuel or vehicle maintenance if agency is part of the Fuel Card and Maintenance Program. However, in the event that the fuel program is not covered in a certain geographic area, then the Travel Card may be used, and documentation of the transaction must be attached to the **Travel Expense Account** indicating the reasons why a fuel card could not be used. Approval by the appropriate Vice President is required.
- k. **Never make a payment directly to the bank** in the event that an unauthorized charge is placed on the individual's state corporate liability T-Card. Making a payment directly to the bank will cause the monthly statement billing file to be out of balance, and the Program Administrator will have to determine the cause. Ultimately, it will be determined that a personal payment was made. In order to avoid this situation, report any unauthorized charges to the Program Administrator immediately, along with decision on how the funds will be reimbursed back to NSU.