

# Seguin Independent School District

## Business Services

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### Travel Card Policies and Procedures

**2024-2025**

#### **Contact Information:**

In the event of a lost or stolen card, declined charges, or other card-related issues, please contact:

JP Morgan Chase Customer Service (1-800-316-3748).

Jennifer Martinez - [jraskemartinez@sequin.k12.tx.us](mailto:jraskemartinez@sequin.k12.tx.us)

830-401-8621

Susana Rodriguez - [smenchaca@sequin.k12.tx.us](mailto:smenchaca@sequin.k12.tx.us)

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**\*Prompt action can reduce the District's liability for fraudulent activity.\***

The purpose of the travel card program is to establish a more efficient, cost-effective method of disbursing travel funds to employees. Rather than issuing a check to a hotel and other travel-related expenses, we will assign a travel card to the traveler for the estimated travel expenses. The travel card can be used, subject to the Travel Card Guidelines, with any travel-related merchant that accepts a Visa as a form of payment. The travel-related merchants that have been preapproved include hotels, parking, and transportation (such as taxis, rental cars, and shuttles). **An Out of District Travel Voucher must be submitted for all estimated travel expenses.** If used to its potential, the travel card program should result in a significant reduction in the volume of travel-related checks.

**Travel cards are issued for:**

1. **Recurring and single travel events** – a travel card is issued to a district employee who either has recurring travel events (such as an athletic coach) or a campus/department staff member who is charged with making hotel, shuttle, or other reservations for assigned staff. The travel dates (effective dates) are set from July 1<sup>st</sup> through June 30<sup>th</sup> each fiscal year. The credit limit is to a reasonable amount based on the anticipated usage. A purchase order for ALL estimated recurring travel events is required **BEFORE** the first recurring travel event.

**General Information**

These policies and procedures provide general guidelines for using the travel card. Please read it carefully. Your signature on the *Cardholder Agreement* shows that you understand the intent of the program and agree to follow the established guidelines.

**The following important points should be reviewed before using the travel card:**

Your travel card is issued in the district's name. All purchases made on the travel card must be yours. You are responsible for the security of the travel card and the transactions made with it. If you do not follow these guidelines when using the travel card, you may be subject to disciplinary action, including termination of your employment with Seguin ISD.

- You may use the travel card at any vendor or service provider that accepts Visa and is not on a restricted vendor list. It may only be used for school-related travel expenses.
- The travel card may only be used to pay for travel costs that have been preapproved on a Travel Voucher.

- All detailed original receipts for purchases must be submitted within **5 days of each purchase** with the Travel Voucher. Note. Hotel reservations that require a one-night deposit must be submitted to the business office as part of the Travel Voucher and purchase order process to ensure prompt payment of the pre-travel event expense.
- The secretary shall reconcile the monthly statement received from Chase to ensure that all charges are accurate. The statement shall be reconciled using your detailed original receipts, so it is critical that all receipts be submitted on a timely basis.
- The travel card is not intended to avoid or bypass appropriate travel or payment procedures as outlined in Board Policy CH or the Sequin ISD Purchasing Manual.

## **Duties and Responsibilities**

### **Program Administrators – (Elizabeth Oaks, Jennifer Martinez, Susana Rodriguez)**

The Program Administrator is designated to answer questions, address issues, ensure compliance with fiscal guidelines, and oversee the administration of the program. The Program Administrator has a direct relationship with the Bank. All travel card requests must go through the Program Administrator. The Program Administrator shall assign the travel cards to travelers and load the travel dates and estimated credit limit based on the approved Travel Voucher. The Program Administrator shall also reconcile the monthly statements and contact cardholders, as necessary, to resolve discrepancies and/or disputed charges.

### **Cardholder –**

A Budget Manager designates a cardholder to utilize the travel card for travel-related expenses. The cardholder is responsible for following the guidelines regarding purchases, selection of vendors, security of the card, and submission of receipts. **All detailed original receipts must be submitted within 5 days of the return from the trip with a Travel Voucher.**

### **Budget Manager – (Principal/Department Administrator/Designee)**

The Budget Manager is responsible for designating cardholders and approving travel card receipts and Travel Vouchers for cardholders to ensure they are within District policy. The Budget Manager shall also assist in monitoring adherence to travel card regulations. The Budget Manager is responsible for retrieving travel cards in the event of termination or a change in the employment status of a cardholder under their supervision.

## **Travel Card Guidelines**

### **Credit Rating & Liability**

The program does not affect your credit rating in any way. The travel card program carries corporate, not individual credit liability.

### **Travel Card Controls & Procedures**

#### **Credit Limits**

All travel cards have spending limits that are valid for the days of travel. The limit shall be based on the preapproved travel expenses on the Travel Voucher. Each cardholder will be given information on the limits of his/her card upon signing for the travel card. It shall be the Budget Manager's responsibility to ensure that they monitor the remaining credit limits and request a higher credit limit, as applicable.

#### **Restricted Vendors**

The travel card program will be restricted for use with certain types of suppliers and merchants. If you present your travel card for payment to restricted vendors, the authorization request will be declined.

#### **Issuance of Travel Card**

Travel cards will be distributed through the business office. The traveler shall sign an Employee Travel Card Agreement prior to receiving a travel card.

#### **Travel Card Receipts**

Cardholders must obtain a receipt when using the travel card. It is every cardholder's responsibility to ensure there is an original receipt for each purchase. Detailed original receipts must be presented for purchases – **the credit card charge slip is not considered adequate documentation**. These receipts will serve as the cardholder's documentation for the Travel Voucher. After approval by the campus principal or administrator, the receipts should be submitted with the Travel Voucher. All detailed original receipts shall be reconciled with monthly statements and filed for audit purposes after the appropriate payments have been made to Chase. If a receipt is lost or stolen, the cardholder should obtain duplicate copies of the receipts, if possible.

## **Lodging, Sales, and Use Tax**

The District is a tax-exempt entity and does not pay sales tax for school-related expenditures in the State of Texas. The cardholder should present the appropriate tax exemption form when making a school-related purchase. The traveler must present a Hotel Occupancy Certificate to the hotel upon registration to avoid state taxes on lodging at the hotel. The District is not exempt from city lodging taxes. The Hotel Occupancy Certificate does not apply to lodging outside the state of Texas. **The Business Office will provide a copy of the Hotel Occupancy Certificate.**

The traveler must present a Sales Tax Exemption form to the hotel upon registration to avoid state taxes on parking at the hotel. The Sales Tax Exemption form does not apply to lodging outside the state of Texas. **The Business Office will provide a copy of the Sales Tax Exemption form.** If the cardholder fails to present a Sales Tax Exemption form and/or Hotel Occupancy Certificate at the time of registration and taxes are charged on the travel card, the cardholder shall be personally liable for reimbursement of all taxes with the Travel Voucher reconciliation.

## **Returns, Credits, and Disputed Charges**

Should a problem arise with a travel-related charge, every attempt should be made to first resolve the issue directly with the merchant. All credits and/or corrections to charges must be reimbursed by crediting the credit card account; cash refunds are prohibited. Credit receipts, if any, should be submitted in accordance with the Travel Voucher.

## **Security of the Travel card**

The cardholder is responsible for the security of the travel card. The traveler should guard the travel card account number carefully. It should not be posted in a work area or left in a conspicuous place. It should be kept in a secure location. If the traveler loses or forgets to take the travel card during a pre-approved travel event, he/she will be required to pay for all approved, travel-related expenditures with his/her own cash or personal credit card. The District shall reimburse all pre-approved, travel-related expenditures made with personal funds upon receipt of the detailed receipts and Travel Voucher.

## **Violations & Consequences**

The only person authorized to use the travel card is the cardholder who is issued the travel card. The card is to be used for school business purposes only. The card is not intended for personal use. Personal purchases, if any, shall be considered misappropriation of District funds, a criminal offense, and will be reported to the proper authorities. **The card must not be used for other travelers or non-employee (such as family) expenses.** Inappropriate use of the travel card or failure to abide by the Travel Card Policies and Procedures will result in revocation of the travel card privileges and appropriate disciplinary action, including termination of employment. If an employee's travel card privileges are revoked, the traveler shall pay for all travel-related expenses with his/her own cash or credit card. The travel-related expenses will be reimbursed with an accounts payable check after the trip upon receipt of all detailed receipts and Travel Voucher.

**Examples of Acceptable Purchases (Charges) – Note all charges should be preapproved on a purchase order before the travel event.**

- Hotel charges
- Student or staff meals (when traveling with students)
- Parking charges
- Transportation charges (such as a rental car, taxi, shuttle, Uber)
- On-site registration fees

## **Examples of Unacceptable Purchases**

- Supplies
- Services (Of any Type)
- Computer Hardware or Software
- Capital Items – any single item with a per unit cost over \$500
- Personal Items
- Cash Advances
- Alcoholic Beverages
- Meals for professional development

**\*\*\*These examples are for illustration only. If in doubt, please contact the Program Administrator for clarification. \*\*\***