

BLINN COLLEGE ADMINISTRATIVE REGULATIONS MANUAL

SUBJECT: *Travel Card*

EFFECTIVE DATE: May 18, 2010; amended May 1, 2010, August 25, 2015

BOARD POLICY REFERENCE: BBG and DEE

PURPOSE

The Travel Card Program provides Blinn College with an efficient and cost effective purchasing and payment process for travel related expenses. The Travel Card is a Master Card issued by JP Morgan Chase Bank.

RESTRICTIONS

The Travel Card is to be used by Blinn College full-time employees for lodging, meals, car rental, and parking expenses incurred as related to travel. The Travel Card is not to be used for personal purchases.

The employee is responsible for the security of the Travel Card. Travel Cards must be kept in a secure location. The employee must only use his/her assigned Travel Card. Travel Cards or Travel Card account numbers must not be disclosed to other employees for their use.

PROCEDURES

- All employee travel will be processed by the Blinn College Purchasing Department.
- All travel must be approved in advance using the Travel Request and Purchase Authorization Form (TA). The TA form provides an estimated trip expense to be charged to a designated budget account or accounts, the approval to travel, and identifies the type of transportation, whether it is a Blinn vehicle, personal vehicle or commercial carrier. The TA must be completed before a Travel Card can be issued.
- The Travel Request and Purchase Authorization Form is submitted to the Purchasing Department, where funding is verified and final approval is obtained. After approval, the TA is e-mailed back to the employee.
- The employee submits a copy of the TA and all related information to the Purchasing Department as a complete package. The employee should allow one week for processing same day travel and a minimum of three weeks for travel arrangements involving air fare.
- The Purchasing Department shall load a Travel Card with the dollar amount according to the estimated trip expense as approved on the TA form. Charges in excess of the amount loaded will be rejected at the time of the attempted transaction.
- The Purchasing Department shall load the time period for Travel Card usage that is indicated on the TA form. Transactions will be rejected that do not match with the time period that has been loaded for that Travel Card.
- Travel Cards must be checked out from the Purchasing Department. Travel Cards will be issued to the employee assigned the Travel Card. An Acknowledge of Receipt containing the Travel Card number requires the signature of the employee. Travel Cards cannot be picked up by student workers.
- Upon completion of the travel, the employee must return the Travel Card and all associated receipts to the Purchasing Department. Itemized receipts that provide detail are preferred. If an itemized receipt is not available, the employee must provide as much detail as possible for the transaction(s).
- The employee is responsible for missing receipts. The employee must immediately contact the vendor and request a duplicate copy. When a duplicate copy cannot be obtained, the cardholder must provide a written explanation when returning the Travel Card to the Purchasing Department.

TRAVEL CARD VIOLATIONS

Failure to abide by the guidelines for authorized purchases may result in disciplinary action, up to and including termination. Consequences for violation of these guidelines are based on a “three-strike” system:

- First occurrence - Employee is given a warning.
- Second occurrence - Employee is given a three-month suspension of Travel Card privileges.
- Third occurrence - Employee’s Travel Card privileges are suspended for twelve months.

The employee meets with their supervisor regarding the first violation and is given one (1) strike. Upon a second occurrence, the employee is given a second (2) strike resulting in a three-month suspension of Travel Card privileges. After the second strike, the employee must attend a refresher training session before Travel Card privileges are re-instated. The employee is informed that a third (3) occurrence will result in the cancellation of Travel Card privileges for twelve months. Strikes accumulate and are kept on record for a *rolling one-year period*, at which time the one-year period begins again.

Use of the Travel Card for personal gain or willful unauthorized use will result in immediate terminations of Travel Card privileges and may result in disciplinary action, up to and including termination of employment at Blinn College, as well as, civil and criminal prosecution to the extent permitted by law.