

## The Texas A&M University System Offices Policy for Use of Agency Travel Card

### What is an Agency Travel Card?

A card issued in the traveler's name under the employing agency's liability. A Concur (online travel system) expense report is required to allocate the Agency Travel Card charges to the departmental account. The expense report deadline is 90 days from the end of the trip.

### Agency Travel Card Application

TAMU's Financial Management Operations (FMO) provides Travel Card Program Administrator services for TAMU, TAMU-Galveston, and System Offices. The card application form is designed for use by all three of these agencies. Visit FMO's web site to view the application form:

<http://finance.tamu.edu/fmo/pc/forms/University-Travel-Card-Application.pdf>

#### **Tips on Completing Application:**

- For System Offices employees, please check the box next to the TAMUS seal at the top of the application to indicate you are a System Offices employee.
- Credit Limit Options
  - Infrequent travelers may choose the option to establish a card with a \$1.00 limit. The credit limit is increased as needed for each trip, and reduced back to \$1 after each trip. This option offers more security, but requires a manual process to increase/decrease the credit limit for each trip.
  - For frequent travelers (most common option), determine the estimated monthly travel spend, and fill in the monthly credit limit amount. The credit limit resets at the end of each billing cycle, just like a typical credit card. (Billing cycle ends the 3<sup>rd</sup> of each month, or the previous business day if the 3<sup>rd</sup> falls on a weekend or holiday.)
- Departmental Card Administrator – This person will receive the requested card from FMO after the application is processed. This person also has authority to request credit limit changes, and is responsible for notifying FMO to cancel the card if the employee leaves.

Submit the completed application via email to [paymentcard@tamu.edu](mailto:paymentcard@tamu.edu). For assistance, contact FMO's Citibank card team at 979-458-5731. (Use this same contact information for credit limit change requests and card cancellation requests.)

### What's allowed on the card?

The State of Texas is very specific about the type of travel expenses that can be paid directly on behalf of the employee. The statutes allow for the direct payment of **transportation and lodging expenses**. Meals are generally not allowed on the card, though there is a provision to allow meal expenses paid directly to a lodging establishment. Other allowable travel costs may be reimbursed to the traveler, but the agency cannot pay directly on behalf of the traveler using the agency liability travel card. (Reference [Texas Government Code](#) Sections 660.092 and 660.114)

For System Offices, many departments pay their travel expenses using State funds so we must follow these rules closely. (System Office FAMIS accounts that begin with a '1' or '21' are considered State funds.) See below for a summary of allowable charges.

## **STATE FUNDS**

### **Allowable Agency Travel Card Expenses per State Rules (Texas Government Code 660):**

- **Lodging** (660.114)  
For in-state travel, [hotel occupancy tax exemption certificate](#) required – state tax not allowed. Maximum allowed lodging per day is limited to the [GSA max rate](#) for the travel location.
- **Transportation** (660.092, paid to a commercial transportation company)
  - Airfare and related fees (baggage, travel agent, etc)
  - Bus/Shuttle
  - Car Rental - [Motor Vehicle Rental Exemption Certificate](#) required – state tax not allowed (Exemption form not required if direct billed)
  - Subway
  - Taxi
  - Train
- **Travel Meals – ONLY if paid directly to a lodging establishment**  
[Texas Government Code 660.114 \(b\)](#) allows meals paid directly to the lodging establishment to be charged on the travel card.
- **Conference Registration Fees**

### **NOT allowed on Agency Travel Card per State rules (reimbursable expenses):**

- **Rental Car Fuel**
- **Parking (allowable if paid directly to lodging establishment)**
- **Tolls**
- **Travel Meals**  
NOT allowed on card; reimbursements are subject to the following limitations:
  - No meal reimbursement for non-overnight travel
  - Maximum allowed meals per day is the [GSA max rate](#) for the travel location
  - Tips and alcohol are not reimbursable

## **LOCAL FUNDS**

For travel expenses paid from local funds, there is some flexibility on what can be charged to the card. Verify with your department the source of funds to determine if exceptions are allowed. If funded from local funds, business meals are allowed (exempt from State taxes) and travel meals may be charged. For travel meals, use caution not to charge unallowable expenses, such as tips and alcohol, and remember that the travel card has MCC (merchant category code) restrictions that may prevent the card from being accepted at certain restaurants.