

TAMUS Employee Travel And Payment Options

January 2012



| | Agency Card Department CBA | Agency Card Individually Named Agency Paid | Agency Card Individually Named Individually Paid | Agency Card DART | Direct Billing | Personal Credit Card |
|-------------------------------------|----------------------------------|---|---|---------------------|---------------------|-------------------------|
| Activity | | | | | | |
| Book airfare | 1,2,3,4 | 1 | 1,7 | 1,5,6 | Can't be used | 7,9, 20 |
| Reserve and pay for a car rental | Can't be used | 1,10,11 | 1,10,11 | 1,5,6 10,11 | 3,12,13 14,15,17 | 9,10 |
| Reserve and pay for a hotel room | 16 | 1 | 1,10 | 1,5,6 10,11 | Can't be used | 9,10 |
| Purchase Meals | Can't be used | 1,10,11, 18, 19 | 1,10,11 | 1,5,6 10,11 | Can't be used | 9,10 |

Reference Number:

1. Traveler can not get credited for their personal credit card award program.
2. Every one in the organization (or dept depending on system member setup) can be forced to use it as the only allowable payment type.
3. Every one in the organization (or dept depending on system member setup) will have use of it which could lead to unauthorized charges.
4. This type of card cannot be issued to an individual traveler for travel expenses.
5. A one-time use card with administrative overhead.
6. The DART card is entered into the traveler's profile and must be deleted after the trip.
7. Traveler cannot get reimbursed until after the trip is complete or through issuing of a cash advance (if agency allows)
8. If a cash advance is entered, the expense report can get complicated and there is more of a risk.
9. Credit card transactions and information does not feed into Concur (unless the traveler manually uploads a transaction file from their credit card).
10. Traveler needs to present tax exempt form and ensure taxes are removed for in state travel.
11. Cannot be used for guest travel.
12. Traveler will not get an e-receipt.
13. If requiring expense reports to include the direct bill car rental then there is a potential for the traveler to mark the wrong payment type and get reimbursed for car rental expenses.
14. Reconciliation is more difficult since the direct bill is "monthly" and the expense report may be filed immediately.
15. If AVIS, a traveler's personal wizard preferences will not be recognized.
16. Can only be used to hold a reservation unless prearrangements with the hotel have been made. If holding the reservation, the traveler will not get an e-receipt. If using the prepay method, you must have program administrator rights to assign the credit card transaction to a traveler. These type of credit card transactions come in as orphaned transactions (applies to member wide central travel offices) and must be manually applied to the traveler's account.
17. You can still present an individual credit card at the counter.
18. When traveling on state funds, this card cannot be used for meals.
19. Only if on local funds and no sales tax.
20. When traveling on state funds, you cannot use a personal card to purchase airfare.

Additional Notes:

If a cash advance is entered on any expense report, the expense report can get complicated and there is more of a risk of overpayment. This method is relying on the traveler to attach the cash advance to the report. If the entire cash advance was not used, the traveler will have to calculate the amount due the organization and enter this amount as an expense type called "cash advance return".