

Lindale Independent School District

Travel Card User's Guide

General Information

This document, the *Travel Card User's Guide*, provides the 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:

The Travel Card is checked out in your name. All purchases made on the Travel Card must be only for the expenditures you submitted. You are responsible for the security of the Travel Card, the transactions made with it, and the return of it to the Business Office. If you do not follow these guidelines when using the Travel Card, you will receive disciplinary action, which may include termination.

- The Travel Card may only be used for travel. Travel includes hotels, and parking, if necessary. Only when traveling in a rental vehicle, may gasoline be charged. **Do not use the card to fuel or repair your personal vehicle.**
- Meals are ONLY allowed when traveling with students.
- Meals when traveling without students, such as staff development, are reimbursed upon your return and completion of the proper paperwork.
- All *detailed* receipts and Travel Cards should be submitted to the Business Office Administrative Assistant as soon as you return from your trip.
- The Travel Card is not intended to avoid or bypass appropriate purchasing or payment procedures as outlined in Board Policy. Purchasers are still required to complete purchase orders and or travel forms in all cases.

Athletic Team Travel Only - Submit detailed receipts to the Athletic Secretary upon your return. At the end of the team season, turn in the Travel Card to the Athletic Secretary, who will then submit to the Business Office.

Customer Service

The purchasing card program is serviced using a team approach with the Bank's Customer Service Center. This center is available 24 hours a day, 7 days a week to assist the cardholder with general questions about the purchasing card account. If a card is lost or stolen, Customer Service should be notified immediately, then notify the Business Office Administrative Assistant.

The Customer Service number is: 1-800-890-0669.

For general questions or card declines, contact the Business Office Administrative Assistant directly at 903-881-4006 or the main number at 903-881-4000.

Purchasing Card Controls

Restricted Vendors / Purchases

The purchasing card program may be restricted for use with certain types of vendors, merchants, and purchases. If you present your purchasing card for payment to these vendors, the authorization request will be declined. An example is that **pay-at-the-pump will not work for gasoline**. You must go inside to purchase gas for rental vehicles.

Purchasing Card Receipts

Always obtain a detailed receipt when using the purchasing card. It is every cardholder's responsibility to ensure there is a receipt for each purchase. *Detailed receipts* must be presented for all reimbursements - **the credit card charge slip is not considered adequate documentation.**

Cardholder Responsibilities

All receipts and Travel Cards should be submitted to the Business office Administrative Assistant as soon as you return from a trip.

Sales and Use Tax

The District is a tax-exempt entity and does not pay state sales tax. The cardholder should present a TX Hotel Occupancy Tax Exempt Certificate form for hotels and a sales tax exemption form when making a purchase. Check the receipt before you leave to make sure no state sales tax was charged. If state sales tax is charged, the charges become the personal responsibility of the cardholder and are due upon return or will be deducted from any meal/mileage reimbursements.

Security of the Purchasing Card

The cardholder is responsible for the security of the card. Guard the purchasing card account number carefully. It should not be posted in a work area or left in a conspicuous place. The card should be kept in a secure location.

The only person authorized to use the purchasing card is the cardholder who checked the card out from the Business Office. The card is to be used for business purposes only. The card is not intended for personal use. Personal purchases will be considered misappropriation of District funds, a criminal offense, and will be reported to the proper authorities.

Lost or Stolen Cards

If a purchasing card is lost or stolen, immediately contact the Bank's Customer Service at 1- 800-890-0669. After contacting the Bank, notify the Business Office Administrative Assistant. Prompt action can reduce the District's liability for fraudulent activity.

TRAVEL CARD PROCEDURES

Travel Cards will be centrally distributed through the Business Office. Cards will be checked out to cardholders after the cardholder attests by signature that they have read and understand the Travel Card Users Guide located on the district website.

Credits and Disputed Charges

All refunds must be reimbursed by credit to the account; cash refunds for credits are prohibited. Contact the Business Office Administrative Assistant immediately upon return if you could not resolve a credit or disputed charge.