

CBT Administrator Checklist (Texas A&M AgriLife)

Activate your CBT card

1. Call the Citibank customer service number on the back of your card (800-248-4553).
2. Citibank will require a 4 digit PIN which is the last 4 digits of your UIN.

Card Administrator Responsibilities Prior to Purchase

1. Never use the CBT Travel Card when combining personal travel and business travel.
2. The CBT Travel Card is used for Airfare and can allow for Hotel and Car Rental:
 - **Airfare** –
 - a. Economy fares only unless prior approval from AgriLife Fiscal office.
 - b. State Funds: contract airline must be used unless there is an exception that applies.
 - c. Local Funds: you will need to book well in advance. Typically the further in advance airfare is booked the lower the price.
 - d. For more information please refer to the Guidelines for the Disbursement of Funds.
 - **Hotel** –
 - a. No personal charges, including phone charges, internet and entertainment (games, movies, etc).
 - b. Please check with the hotel to see what their process is regarding payment without the card present.
 - c. State Funds: you must use a contract hotel. If a contract hotel is not available you will need to submit an exception form.
 - d. Local Funds: ask upon making the reservation if the hotel will honor the state or government rate. Contract rates, if honored, could be less expensive than the hotel's published rates.
 - e. When traveling in state you must have the traveler submit a Texas Hotel Occupancy Tax Exempt Form upon checking into the hotel.
 - **Car Rental** –
 - a. Please verify with the car rental company during the reservation process what their policy is regarding payment for a rental without the card present.
 - b. Due to the state contract with car rental vendors, the rental may need to be paid for via direct bill to the department in order to prevent being charged Texas state sales tax.
 - c. The contract corporate numbers listed below are required when using state funds and should also be used with local funds because of the excellent rates offered which include the required liability insurance:

| <u>Avis</u> | <u>Enterprise</u> |
|--------------------|----------------------------|
| Research: F999556 | Research: TX556 Pin (TAM) |
| Extension: F999555 | Extension: TX555 Pin (TAM) |
| TVMDL: F999557 | TVMDL: TX557 Pin (TAM) |

Responsibilities after Purchase

1. Have the traveler turn in receipts and any other required documentation at the completion of each trip if possible but no later than the 3rd day of each month. Please be sure to note the purpose of travel for the expenses.
 2. Reconcile receipts obtained from travelers to Cardholder Statement and note "reconciled by" then initial and date.
 3. The card administrator must review and sign as the cardholder on the Cardholder Statement.
 4. Route to the department head/approver for approval prior to the reallocation deadline, usually about the 21st of each month.
- Protect the card and card number at all times to prevent unauthorized use.
 - Immediately notify Citibank at (800) 248-4553 or (800) 790-7206 and the program coordinator (979) 845-4748 if the card is lost or stolen. If outside the U.S. call collect to (904) 954-7314.
 - Dispute fraudulent transactions within 60 days of the statement date in which the transaction appears.