

E-news
ADMINISTRATIVE SERVICES



TEXAS A&M
AGRI LIFE

June 2, 2017

To: Texas A&M AgriLife Business/Travel Contacts

SUBJECT: Agency Liability Travel Cards on State Funds

****Clarification to the information below****

The State of Texas has changed their recent interpretation of the rules as it pertains to the information below that was previously communicated to you. They have stated that the previous restrictions that were in place should remain in place. This means that the travel cards should still only be used for rental cars, hotels, airfare, or other payments to a transportation provider when traveling on state funds. This applies only to state funds.

For those users who were using DART travel cards, there is no change to your usage, or what types of expenses are allowed to be placed on your card.

Please contact: Gwen Cortez at (979) 845-4748 or gwenc@tamu.edu, Jay Avila at (979) 845-6147 or jay.avila@ag.tamu.edu, or Jenny Green at (979) 458-1754 or jkgreen@ag.tamu.edu if you have questions.