

Texas A&M AgriLife Agency Travel Card Checklist

1) Card Activation

- a) Call the Citibank customer service number on the back of your card.
- b) Citibank will require a 4 digit PIN which is the last four (4) digits of your UIN.

2) Cardholder Responsibilities

- a) The cardholder is responsible for the security of the card at all times.
 - i) Some departments may opt to maintain the cards in a central location to be distributed at time of travel.
 - ii) At end of travel some departments may require the card to be returned to a central location.
- b) Only business related travel expenses are allowed. No personal charges may be charged to the travel card.

3) The Agency Travel Card may be used for Airfare, Hotel and Car Rental along with Restaurants, Parking and Incidental expenses:

(1) Airfare –

- (a) Economy fare only unless prior approval from Department Head.
- (b) Approval documentation must be attached to the expense report in Concur.
- (c) When using State Funds [contract airlines](#) must be used unless you have a cost savings to the Agency.

(2) Hotel –

- (a) No personal charges, including phone, internet, and entertainment (games, movies, etc.).
- (b) When using State Funds you must use a [contract hotel](#) unless there is a cost savings to the Agency, or unless it meets one of the valid exceptions found on this [form](#).
- (c) When traveling in state you must have the traveler submit a [Texas Hotel Occupancy Tax Exempt Form](#) upon checking into the hotel.
- (d) You should also present [Texas State Sales and Use Tax Exemption Form](#) when making other purchases at the hotel.
- (e) Parking paid directly to a hotel is allowable on state or local funds.

(3) Car Rental

- (a) The [contract car rental](#) listed below are required when using State funds but should be used with local funds because of the excellent rates which include the required liability insurance:

Avis Enterprise / National Hertz

(4) Restaurants –

- (a) Individual travel meals – Meals are not allowed on state funded accounts; all meals charged to the card must be on local funds only. Individual meals purchased while in travel status are not exempt from Texas State Sales Tax.
- (b) Business meals - If travel is within the state of Texas a [Texas State Sales and Use Tax Exemption Form](#) required to be submitted prior to ordering for **Business Meals Only**.

(5) Parking and Incidentals –

- (a) Local funds only.
- (b) Exception parking is allowable on state funds only if paid directly to a hotel.
- (c) Exception fuel is allowable on state funds only if paid directly to a car rental company.

4) **Receipt requirements listed on next page.** Missing receipts documented with an AG-817 Missing receipt Documentation form.

5) **Protect the card and card number at all times to prevent unauthorized use.**

6) **Immediately notify Citibank at 1(800)248-4553 or (800) 790-7206 and the program coordinator if the card is lost or stolen. If outside the US call collect to (904)954-7314**

7) **[Dispute](#) fraudulent transactions within 60 days of the statement date in which the transaction appears.**