

## Texas A&M AgriLife Agency Travel Card Checklist

### 1) Card Activation

- a) Call the Citibank customer service number on the back of your card and following activation instructions provided by Citibank .
- 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.**