

Individual Liability Corporate Travel Card Guidelines

In order to facilitate travel arrangements the State of Louisiana has contracted with Bank of America to offer state employees the VISA corporate card. University employees, who will travel on state business, should apply for the Bank of America VISA corporate card.

The corporate travel card program has been established to assist employees to pay for travel expenses incurred during official state business. It is designed to enable employees to purchase items for official business with the convenience of a credit card to offset their cost with the understanding that each employee should immediately seek reimbursement for said expenses.

All In-State, Out-of-State and International travel must be authorized and approved in writing by the appropriate Dean or Vice President. More information on the University's established Travel Policy and Procedures can be obtained from the following websites:

Travel Policy (www.ulm.edu/controller/policies.htm#travelpolicy);
Travel Procedures www.ulm.edu/controller/policies.htm#travelprocedures; and
International Travel Procedures (www.ulm.edu/controller/policies.htm#intltravel)

State employees issued a VISA corporate card are liable for all charges made to the card with the balance on the travel card account **due in full each month**. The University is not liable for any activity on the card (including late fees). The VISA corporate card is a charge account; however, there is no annual fee for this travel card which is a privilege granted to assist state employees with business related travel.

Effective March 17, 2009, there will be a new reinstatement policy for all past due accounts.

- If the cardholder's account reaches 61 days past due, the account will be suspended until the cardholder has paid the entire past due balance.
- The state has an agreement with Bank of America where employees will not be charged a late fee until the 61st day. **On the 61st day a \$29.00 late fee and interest will be charged.**
- If the cardholder's account reaches 91 days past due without the entire past due balance being paid, the credit card will be revoked. Once a card is revoked, the cardholder's request for reinstatement will not be honored and the card account will not be reopened.

The Corporate travel cards **must** be used to purchase state contract airfares, refer to the State Travel Policy (www.doa.louisiana.gov/osp/travel/travelpolicy.htm) for more information. Issuing corporate travel cards to state employees provides the necessary controls required by the airlines to ensure they will submit state contract air rates to Louisiana. State contract airfares are totally refundable and have last seat availability status. There is \$500,000 of travel insurance on plane tickets purchased on the corporate card. The corporate card can only be used for airlines, hotels, rental cars, and restaurants. It cannot be used for registration fees. There is a \$250 retail spending limit (not including hotels, restaurants, etc.) per month on the employee's VISA corporate card and a \$5,000 travel related spending limit.

The Department of Human Resource

The budget unit head/supervisor must sign the employee's application to certify the need for the travel card. Once the application is completed by the employee and signed it must be returned to the Department of Human Resources for processing.

An employee terminating service with the University must return the card to the Department of Human Resources for cancellation. All outstanding billings must be paid by the employee.