

Business Services Area

Travel Card

Policy & Procedures

Policy

Travel cards only are offered to Vice Presidents and the President due to dynamic and abrupt travel they may be required in the course of business for the District. Any credit related-issues, as in the case with a travel card, can affect the District's credit rating and District-level corporate account. The purpose of this policy is to define the requirements to ensure that the credit of the District remains in good standing and that the travel cards are used for business-related travel. Travel cards are managed in the Purchasing department. If there are questions, concerns or a new card is required due to loss or expiration, please contact the purchasing department immediately. Card holders will be required to sign a copy of this policy, which will indicate that they understand the terms and conditions of having a card in their possession.

Procedures

American Express closes their billing cycle on the 25th of each month. The cardholder should submit the following to the Accounts Payable Department on the 27th of that same month:

- A print out of the online monthly card statement, even statements with zero activity
- Original receipts for each charge on the statement
- A signed statement indicating a single charge is "ok to pay" for which the original receipts cannot be located (this should be a rare occurrence)

This is a strict & necessary deadline to complete all actions required for payment by the American Express due date. Your prompt submission of this documentation will allow us to resolve any questionable charges before they become forward balances. Penalties and fees incurred as a result of not submitting the proper documentation in a timely manner may be deemed as a personal liability. Your cooperation in anticipating this deadline each month is greatly appreciated.

Please note our credit card accounts are closely monitored by the State of California. In addition to past due accounts and failing to provide proper documentation supporting the charges, cards may also be revoked for the following:

- The card is used for personal or unauthorized purposes.
- The card is used to purchase alcoholic beverages or any substance, material, or service which violates policy, law, or regulation pertaining to the District.
- The cardholder allows the card to be used by another individual, with the exception of the Vice President of Administrative Services card, which is used to reserve District employee travel.
- The cardholder accepts a personal gratuity from a vendor.
- The cardholder uses the card to purchase gratuities and gifts.
- The cardholder fails to provide the Director of Business Services with information about any specific purchase.
- The cardholder fails to provide documentation confirming that charges are approved within thirty days of a billing cycle.
- The cardholder fails to provide accounting with a budget transfer when funds are not available.