



SOUTHERN[®]
UNIVERSITY SYSTEM

BATON ROUGE • NEW ORLEANS • SHREVEPORT



(INCLUDES SYSTEM OFFICE, BOARD OF SUPERVISORS OFFICE AND ALL SU CAMPUSES)
STATE LIABILITY TRAVEL CARD AND CBA POLICY



SU SYSTEM

(Includes System Office, Board of Supervisors/Office and all SU Campuses)

STATE LIABILITY TRAVEL CARD AND CBA POLICY

October 1, 2018

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1. PROGRAM

a. Policy Statement

The SU SYSTEM State Liability Travel Card and CBA Program Policy covers and establishes standards for possession and use. The Travel Card/CBA enables employees to pay for specific, higher cost travel expenses incurred during official State business travel with the convenience of a credit card. All transactions must be in accordance with SU SYSTEM Travel Card Policy, the State's Travel Card Policy, and the State's Travel Policy PPM49. This policy and the related procedures do not negate any current requirement and/or allowances in PPM49, Purchasing Policies, Rules and Regulations, Louisiana Statutes, or Executive Orders.

The Travel Card/CBA is a VISA account distributed by Bank of America (BOA) for State of Louisiana employees only. A card is issued to any SU SYSTEM full-time employee, with the approval of the employee's dean, director, or chair and the program administrator. Issuance of a Travel Card is not an automatic process upon hiring.

SU SYSTEM will set individual cardholders single purchase and monthly cycle limits. The limits can be issued campus-wide or on an individual card basis. SU SYSTEM allows a SPL (single purchase limit) up to a maximum of \$5,000, and a monthly cycle limit (MCL) up to a maximum of \$10,000. Any amounts over these limits must be approved by the Office of State Travel and the head of the SU System agency. The Office of State Travel must approve in writing any SPL or MCL overrides. Transactions shall never be artificially divided to avoid the Travel Card Policy limits.

b. Travel Card/CBA Program Benefits

The use of the Travel Card will improve efficiency and effectiveness by forming one source of payment while reducing the need for cash advances. All State of Louisiana and SU SYSTEM travel policies, rules, and regulations must be followed. This also applies to all professional and non-professional contract workers.

c. Conditions of Participation

All University cardholders, as a condition of participation in the State Liability Travel Card/CBA Program, shall abide by the terms of this policy unless a Request for Exception Form is submitted through SU SYSTEM program administrator and approved by the Office of State Travel.

All program participants, including program administrators, cardholders, CBA administrators and cardholder approvers, are required to complete an annual online certification class, and score a grade of at least 90 in order to receive a new Travel Card, renew a Travel Card, remain a CBA administrator, or remain as a cardholder approver. These certifications will be developed and updated, as necessary, by The Office of State Travel. All program participants will be notified and given ample time to obtain this certification. Please note the certification class for the CBA administrator will be the same as a cardholder's certification.

A cardholder's approver must be a supervisor of the cardholder. A cardholder can never approve their own Travel Card purchases.

A supervisor is defined as being at least one level higher than the cardholder. The approver must be the most logical supervisor who is the most familiar with the business case and appropriate business needs for the cardholder's transactions.

If a cardholder travels for a SU SYSTEM department that is not their primary department, the cardholder's supervisor is allowed to approve the trip's Travel Card charges. The supervisor should review the Travel Authorization Form to ensure the charges are valid.

SU SYSTEM program participation should include a review on activities of the Travel Card and CBA program as the Office of State Travel does encourage an audit of the program no less than once every 3 years to be done by the SU SYSTEM Office of Internal Audit. SU SYSTEM Office of Internal Audit will notify the Office of State Travel via email after initiating the audit of Travel Card activities. If the activities of the program are deemed high risk, the internal auditors should address this as if they would other areas of high risk when developing their audit plans and work schedules. Upon issuing an audit report, a copy will be provided to the Office of State Travel. In addition, SU SYSTEM Accounts Payable Office must audit all transactions and monthly billing cycle supporting documentation prior to the billing statement payment. Also, all transactions and monthly billing cycle supporting documentation must be audited by SU SYSTEM Comptroller's Office or designed section prior to the billing statement payment.

Monthly reviews and inquiries, requested from the Office of State Travel, Division of Administration auditors, etc. to SU SYSTEM Program Administrators must be answered in the time specified in the request. Written justification is required for each transaction, along with SU SYSTEM (verifying and determining the transaction was for a business purpose and is in compliance with PPM49 and all State and SU SYSTEM card program policies, purchasing rules and regulations, statutes, and executive orders.

All cardholders must sign SU SYSTEM State Liability Cardholder Enrollment Form (**See Sample Attachment G**). An employee's dean, director, or chair approves the form, enabling the employee to receive a Travel Card. All cardholders, program administrators, CBA administrators and cardholder approvers must sign the most current State of Louisiana Corporate Liability Travel Card Program Agreement Form. The agreement form outlines the responsibilities of the applicable program participant. Both forms must be signed annually and can be found on SU SYSTEM Travel Card Website or through the Travel Office.

No Travel Card shall be issued to any SU SYSTEM program administrators, SU System President-Chancellor, CBA administrators, auditor, or any other roles associated with administering, monitoring or reviewing the activities of the Travel Card program, as well as any non-State/ SU SYSTEM employees. If it is justifiable for one of the above positions to be allowed to possess a Travel Card (excluding a non-employee), a written request must be submitted to the program administrator who will forward the request to the Commissioner of Administration. The request must include a detailed justification as to why the cardholder should obtain a Travel Card, and what precautions will be taken to guarantee the security and validity of expenditures. Specific approval from the Commissioner of Administration must be obtained prior to issuing a card to an individual serving in any of these roles. The only exception regarding an employee possessing a Travel Card with a role in the program is a cardholder's approver. An approver can receive a Travel Card, but cannot approve their own charges. Another employee with at least one higher level must approve an approver's transactions.

An employee can never approve their own transactions, even if a cardholder is listed as an approver for another employee.

To allow for proper and complete program audits, SU SYSTEM has implemented WORKS Workflow, which is an online system through Bank of America.

The system captures transactions, which requires both the cardholder and cardholder's approver's electronic signatures before a cardholder's credit limit will refresh, along with the ability to maintain receipts and backup supporting documentation electronically in one central location through the mandated scanning feature, therefore, assisting with audits and reviews. The system allows for an additional level of approval, beyond the cardholder and approver allowing a second level of review.

An employee may not qualify for a State Liability Travel Card if their State of Louisiana Corporate Travel Individual Liability account has been revoked due to charge-offs and/or non-payment, or if their account currently has a balance. All accounts must be paid in full prior to consideration for a Travel Card.

Cardholders are not authorized to make any Travel Card transactions until an approved Share Point Travel Authorization Form has been completed and approved by all parties for the specific travel.

The program does not allow cash withdrawals/transactions or any attempt for cash transactions, as cash is prohibited and blocked from the program.

A cardholder's failure to comply with the conditions of participation can result in removal from the program.

2. DEFINITIONS

Account Holder /Cardholder - terminology used to reference an employee that has been issued a Travel Card.

Agreement Form - a form signed by a program administrator, cardholder and cardholder's approver, annually, that acknowledges the cardholder has received required training from agency, completed the state's certification requirement and received a passing score of at least 90, understands the Travel Card Policies, both state and agency, and accepts responsibility for compliance with all policies and procedures.

Cardholder Enrollment Form - a form that initiates the Travel Card issuance process for the cardholder. (See Sample Attachment G).

CBA (Controlled Billed Account) - a credit account issued in the University's name. These accounts are direct liabilities of the State and paid by each SU SYSTEM agency in which the card was issued. CBA Accounts are controlled through an authorized approver(s) to provide means to purchase any allowed transactions/services allowed in this policy. See the CBA Section.

The traveler should be aware that there is no plastic card issued for any CBA accounts to ensure that this will not impair travel plans.

Controlled Billed Account (CBA) Accountholder/Authorizer – Person responsible for the CBA account. The accountholder/authorizer is a specific person assigned to a CBA account with the same responsibilities as that of a cardholder. Each CBA account number have only one accountholder/authorizer.

Cycle - the period of time between billings. The cycle starts at midnight on the 9th of the month, and ends at midnight the 8th of each month (Ex: April 9 - May 8). Cycle is synonymous with "billing cycle".

Cycle Limit - maximum spending dollar limit a Travel Card/CBA is authorized to charge in a cycle. These limits should reflect the individual's travel patterns, and are preventative controls used judiciously.

Disputed Item - any transaction that was double charged, charged an inaccurate amount, or charged without corresponding goods or services by the individual cardholder.

Electronic Funds Transfer (EFT) - an electronic exchange or transfer of money from one account to another, either within the same financial institution or across multiple institutions.

Fraud - any transaction intentionally made that was not authorized by the cardholder or for official State business.

Incidental Expense - expenses incurred while traveling on official state business which are not allowed on the State Liability Travel Card. Incidentals include, but are not limited to meals; fees and tips to porters, baggage carriers, bellhops, hotel maids; transportation between places of lodging/airport such as taxi; phone calls and any other expense not listed in allowed charges - Section 7.

INTELLILINK - VISA's web-based auditing tool which is used to assist with monitoring and managing the agency's card program usage to ensure that card use conforms to all policies and procedures.

MCC Code (Merchant Category Code) - a standard code the credit card industry uses to categorize merchants based on the type of goods or services provided by the merchant. A merchant is assigned an MCC by the acquiring bank.

MCC Group (MCCG) - a defined group of merchant category codes. MCCGs are used to control whether or not cardholders can make purchases from particular types of merchants.

Merchant - a business or other organization that may provide goods or services to a customer. Synonymous with "supplier" or "vendor."

Missing Receipt Form – is a form that must be completed by the cardholder if he/she does not have documentation from the merchant. This document requires the approval of the supervisor/department head and must be notarized. *See sample form attached.*

Monthly Spending Limit – A dollar limit assigned to the cardholder for the total of all charges made during the monthly billing cycle.

NON-ISIS Agencies – All charges made to the corporate account must be reviewed, approved and reconciled. Agencies will reconcile and distribute costs to their accounting system in a timely manner and according to agency policies and procedures.

Note: Reconciliation may take place before or after payment for Non-ISIS Agencies but payment shall be timely and in full each month, with ONE electronic funds transfer (EFT) to Bank of America.

PPM49 (Policy and Procedure Memorandum 49) - the state's travel regulations. These regulations apply to all state departments, boards and commissions created by the legislature or executive order and operating from funds appropriated, dedicated, or self-sustaining; federal funds, or funds generated from any other source. The current policy can be found on the following site: <http://www.doa.la.gov/pages/osp/Travel/Index.aspx>.

SPL (Single Purchase Limit) - the maximum spending (dollar) limit a Travel Card is authorized to charge in a single transaction. The SPL limit may be up to \$5,000; however, this limit should reflect the individual's travel patterns. There are preventative controls and, as such, should be used judiciously. Purchases shall not be split with the intent of and for the purpose of evading the SPL set for cardholder.

Travel Card - a credit account issued in an employee's name. This account is direct liability of the State and is paid by SU SYSTEM. Travel Card accounts are a tool used to assist the employee in paying for specific, higher cost travel expenses, incurred during travel for official state business only. Cardholder is not allowed to pay any amount directly to Bank of America. The log can be found on SU SYSTEM Travel Card Website or through the Travel Office.

Travel Card/Billing Cycle Log - a paper form is used in the reconciliation process for travel expenses charged during the billing cycle. The log is used to document cardholder approval of charges billed by matching the paper billing statement, received from the bank, to the log and the documentation obtained from the vendor(s). The cardholder signs the log verifying the charges are valid. Approval of the log must be completed by the cardholder's supervisor / approver, who is at least one level higher than cardholder. The supervisor / approver must sign the paper log.

Transaction - a single purchase. A credit also constitutes a transaction.

Transaction Documentation - all documents pertaining to a transaction. The documentation is also used for reconciliation at the end of the billing cycle and is to be retained with the monthly reconciliation documentation for review and audit purposes. Examples of transaction documentation include, but are not limited to: itemized purchase receipts/invoices, receiving documents, credits, disputes, written approvals, airline exception justifications/approvals, travel authorizations/expense forms, etc.

WORKS - Bank of America's web-based system used for program maintenance, Travel Card/CSA issuing, suspension, cancellation, and reporting.

WORKS Workflow - Bank of America's online system that includes user profiles and transaction workflow.

3. OFFICE OF STATE PURCHASING AND TRAVEL RESPONSIBILITIES

The State of Louisiana's Office of State Purchasing and Travel is responsible for the statewide contract and administration of the State Liability Travel Card/CBA Program. The State program administrator will serve as a central point of contact to address all issues and changes necessary to the overall program, and coordinate such changes with the contractor, Bank of America.

The Office of State Purchasing and Travel will issue and maintain SU SYSTEM State Liability Travel Card/CBA Policy. If the State's policy or the program limits are changed statewide, a revised Travel Card/CBA Policy will be issued by the Office of State Purchasing and Travel.

The Office of State Purchasing and Travel will approve agency participation in the program and identify the allowable Merchant Category Codes (MCC) and their limits. MCC allowances will be in accordance with Section 7, Allowed Charges.

Any waiver to this policy will be considered on a case-by-case basis, and should be in writing on an Exemption Request Form. The form should be completed by the program administrator, who will forward it to the Office of State Purchasing and Travel for approval.

4. UNIVERSITY RESPONSIBILITIES

a. General Responsibilities and Procedures

SU SYSTEM responsibilities include the administration of the State Liability Travel Card/CBA program, and compliance with State guidelines identified in the State's Travel Card Policy, PPM49, and any current Purchasing Policies, Rules and Regulations, Louisiana Statutes, and Executive Orders if applicable.

SU SYSTEM agencies are responsible for developing a Travel Card Policy documenting all internal procedures, ensuring the policy is in accordance with the guidelines of the State Liability Travel Card/CSA Policy. The policy will be updated when necessary with changes/additions which may occur in the SU SYSTEM internal procedures, the State's policy, and Bank of America.

SU SYSTEM agency is responsible for keeping the campus community informed of State and internal policy requirements, procedures, allowances, updates, and amendments, including the University President, cardholders, CBA administrators, cardholder approvers and any other agency personnel as deemed appropriate.

SU SYSTEM agency is responsible for designating a SU SYSTEM Travel Card/CBA program administrator(s) and notifying the Office of State Purchasing and Travel of any changes to the program administrator(s) and the President's Office.

SU SYSTEM must perform post audits of cardholder transactions to monitor appropriate use while verifying purchases are made in accordance with PPM49, SU SYSTEM Travel Card Policy, The State Office's Travel Card Policy, and all policies, purchasing rules and regulations, Louisiana Statutes and Executive Orders, if applicable. Bank of America and VISA will provide reporting capabilities at no cost to SU SYSTEM to assist in audit findings.

Bank of America's WORKS data is available electronically for up to 3 years. VISA's Intellilink system's data is available for a 27 month rotating period. It is the SU SYSTEM agency responsibility of obtaining and archiving the data in both systems for seven full fiscal years.

b. Internal Policy and Procedures

1. All Travel Cards are issued with State liability, which the State is liable for the payment of the expenses charged. The program is based on the strength of the State's financial resources, not the personal finances of the cardholder. Due to State Liability, Travel Cards are only to be issued in the name of SU SYSTEM employees.
2. Cardholders must be approved by the program administrator, based on the request of a director, chair, or dean, and not as an automatic process upon hiring. Cards should only be distributed to frequent travelers.
3. Travel Cards will be issued with two limits which will be determined by the program administrator. The overall Monthly Cycle Limit (MCL) is up to \$10,000 and Single Purchase Limit (SPL) is up to \$5,000. These are preventative controls and should be used judiciously. Both limits must reflect the individual's travel patterns. The SU SYSTEM recognizes certain business transactions require higher limits. Exception to the limits may be requested through the program administrator to the Office of State Travel with a Request Exemption Form. Increasing the SPL or MCL should always be done with caution, and best practice calls for the limits to be limited to the lowest necessary amount needed for the duties of the individual cardholder. A single purchase shall not be artificially divided to avoid SPL or MCL procedures. If determined a cardholder intentionally circumvents the SPL or MCL controls, the Travel Card will be revoked.

4. Prior to card issuance, each cardholder must participate in a training conducted by the program administrator to ensure the cardholder is aware of all duties and responsibilities associated with the possession and use of a State Liability Travel Card. The training provides information regarding the process of how a cardholder can report a card lost, stolen and/or any fraudulent activity. The State and SU SYSTEM policies will also be distributed during the training session.
5. All program participants must attend an annual training session, organized by the program administrator or the person designated by your agency, after enrolling in the program.
6. Each cardholder will complete a SU SYSTEM Cardholder Enrollment Form (**See Sample Attachment G**) and State Liability Travel Card Program Agreement Form annually. The Enrollment Form grants employees permission to receive a Travel Card by their Director, Chair, or Dean. The Agreement Form outlines and highlights the responsibilities the cardholder has by possessing a Travel Card. The program administrator shall maintain the original signed copies for all participants of the program, and copies of the signed forms will be provided to the cardholder. Both forms can be found on SU SYSTEM Travel Card Website or through the Travel Office.
7. Cardholders and approvers are required to complete an annual online certification class, and score a grade of at least 90 in order to receive a new Travel Card, renew a Travel Card, remain a CBA administrator, or remain as a cardholder approver. These certifications will be developed and updated, as necessary, by The Office of State Travel. All program participants will be notified and given ample time to obtain this certification.
8. The program administrator monitors the issuance of cards, ensures only one card is issued per employee, and maintains a list of all agency cardholder's names.
9. All Travel Card transactions must have a receipt and be in accordance with the most current addition of PPM49, <http://www.doa.la.gov/pages/osp/Travel/Index.aspx>. Purchasing policies, rules, regulations, Louisiana statues and/or executive orders must be followed if applicable. The Comptroller's Office or designated section will review all Travel Card charges to ensure the transactions are within all policies and procedures, and an transactions have a receipt. Receipts must be detailed and itemized, containing the receipt date, item(s) purchased, a line description of the item(s), purchased price of each line item, and the total amount charged for all transactions. Most travel purchases list the cardholder's name, and it is best practice to ensure the name listed on the receipt matches the cardholder's name.
10. A cardholder can only use their card for the allowed card expenses detailed in Section 7, Allowed Charges.
11. Prior to making a Travel Card purchase, a Travel Authorization Form for the particular trip must be approved by all required parties on your particular campus. All Travel Card expenditures accrued during the trip will be charged against the account number that was approved on our Travel Authorization Form.
12. Participation in the Travel Card and CBA program requires the implementation of WORKS Workflow, an on line system through Bank of America. All receipts and supporting documentation must be scanned and tied to the applicable transaction and not as one image for all transactions. Cardholders must document the reason for each purchase. WORKS Workflow require that cardholders and their approvers electronically sign off on all transactions after appropriate review. The cardholder's credit limit will only be refreshed upon appropriate approvals within WORKS.
13. In addition to using WORKS workflow to reconcile and verify their Travel Card charges, cardholders must record each Travel Card charge on a Travel Card Log. The cardholder must sign the log, which verifies the charges listed on the log were made by the cardholder. The supervisor/approver must sign the log approving the cardholder's charges.

The log will also assist the Comptroller's Office during the reconciliation process. The original signed log, along with all supporting documentation, must be submitted to the SU SYSTEM Accounts Payable Office. The Travel Log can be found on the University's Travel Card Website or through the Travel Office. The Comptroller's Office or designated area on your campus will contact cardholders each billing cycle and provide a deadline as to when all paperwork must be submitted. Ample time will be given to submit all documents.

14. Each cardholder will receive a statement from Bank of America mailed to the cardholder's SU SYSTEM work address. The statement must be signed by the cardholder and approver and submitted to the Comptroller's Office or designated area on your campus prior to the start of next billing cycle. The statement is a good method to ensure all monthly charges are accounted for.
15. All Travel Card purchases must be approved by someone other than the cardholder, on both their Travel Card logs as well as in WORKS. The cardholder's approver must be a supervisor of the cardholder. A supervisor is defined as being at least one level higher than the cardholder. The approver must be the most logical supervisor who is the most familiar with the business case and appropriate business needs for the cardholder's transactions. If a cardholder travels for a SU SYSTEM department that is not their primary department, the appropriate supervisor who is best fit to approve the charges and knows the travel's details should approve the cardholder's Travel Card charges for that particular trip.
16. If an approver is absent during the approval process, it is the approver's and cardholder's responsibility to appoint a liaison who will approve the Travel Card Transactions for the cardholder when the approver is absence for more than five working days. The must also notify the program administrator urgently of the absence/change. The Liaison Approver must complete/meet the same requirements as the approver to become a Liaison Approver. The Liaison Approver will have the same responsibilities as the approver in his/her absence. The approver must inform the Travel Section of the Comptroller's Office or designated section and the program administrator by email of the absence. The original supervisor/approver will resume approving duties once returned from their absence.
17. The approver will monitor cardholder's purchase to confirm the cardholder verified the charges, and the supervisor approved prior to the billing cycle's payment deadline. All charges must be recorded on a Travel Card Log, signed by the cardholder and approver.
18. The Comptroller's Office or designated section on your campus ensures prompt reconciliation of monthly billing statements, and statement payments are made prior to the due date by monitoring the cardholder's purchases to confirm the cardholder verified the charges, and the supervisor approved prior to the billing cycle's payment deadline. All charges must have receipts uploaded into WORKS, and signed off by the cardholder and approver. Each Travel Card charge be recorded on a Travel Card Log, signed and approved by the cardholder and approver.
19. The program administrator or designated section on your campus will send monthly certifications to the Office of State Travel indicating procedures within the audit section (see Audit Section 4C) have been conducted. The certification will indicate SU SYSTEM has generated the required reports, all requirements listed in policy have been completed, and necessary findings have been investigated, documented and handled appropriately.
20. The Comptroller's Office or designated area on your campus at the SU SYSTEM you work for will monitor all cardholder accounts to determine possible modifications to the SPL or monthly cycle limits. Adjustments will be made accordingly.

21. The program administrator will review and cancel Travel Cards not utilized within a twelve month period monthly. A card can be reordered if the mandatory certification is completed with a minimum score of 90. The cardholder must send a written request with a signature from his approver included on the request to the program administrator to have a canceled card reissued. A card may remain active if dormant for a 12 month period by justification and approval from the Office of State Purchasing and Travel. If approval is granted, the card must have a profile of \$1 SPL and cycle limit until future card usage is needed.
22. Annually, the program administrator and all cardholder approvers shall review the list of cardholders, cardholder limits, and ensure appropriate utilization. A file shall be maintained showing compliance with this request.
23. The Comptroller's Office or designated area on your campus will approve allowable merchant category codes based on cardholder's needs and the State's allowances, and will inform the program administrator of all changes made by email. A Request for Exemption Form must be submitted by the program administrator to the Office of State Purchasing and Travel to open any MCC Codes which are classified as either "P" for prohibited or "R" for restricted. It is best practice to request the opening of a MCC Codes when absolutely necessary.
24. The program administrator is required to close an account if a cardholder transfers to a different department and does not have travel authority for the new department, or separates employment with the University. SU SYSTEM Check-Out Forms must be initiated by the supervisor in a timely manner if the cardholder is no longer employed by the SU SYSTEM. Cardholders will be asked to return their Travel Card to the program administrator prior to the end of employment.
NOTE: You will not be allowed to check out from the University if your Travel Card has not been submitted to the program administrator.
25. The program administrator request cards, users in WORKS, and performs any maintenance necessary for cardholders. The program administrator also issues secure User IDs for each cardholder, approver, CBA administrator, accountant, auditors and other program administrators in WORKS applications.
26. Bank of America will send all newly ordered and renewed Travel Cards to the program administrator, not directly to the individual cardholder. The program administrator will contact the card applicant/card holder when card is ready for pickup. **Note:** A card will expire two years from when it is ordered or renewed. BOA automatically renews cards upon expiration. If you have not received your new card two weeks before your card will expire, do not contact Bank of America. You must contact your program administrator on your campus first.
27. On occasion, it may be necessary to change information on a Travel Card, such as name change, department, etc. In these cases, the information on an original cardholder's application may be revised by submitting the Card Maintenance Form to the program administrator. The form can be found on SU SYSTEM Travel Card Website or through the Travel Office.
28. All contact with Bank of America for card set up, maintenance and closure (except for the reporting of lost or stolen cards in which the cardholder contacts BOA first) will be handled by the program administrator.
29. In accordance with PPM49, it is mandatory that all state airfare is purchased through Short's Travel Management, the State's contracted travel agency. It is the State's and SU SYSTEM policy that all SU SYSTEM employees' airfare be paid by SU SYSTEM and must be charged to either the CBA or the employee's State Liability Card, (**Note: SU Baton Rouge & SU Agri. Ctr. only allow airline tickets to be paid by CBA accounts**) not with personal funds. **Note:** Foundation paid airfare must go through the Foundation directly, and not charged to the CBA or State Travel Card.

30. Online accounts such as Amazon, PayPal, EBay, etc., charges are not allowed on the Travel Card. The only exception is a conference registration fee that is paid through an online site. The account must have a standalone business account or registration and must not be combined with an individual's personal account.
31. Online lodging sites where an individual rents/subleases their property, such as Airbnb, Vacation Rental By Owner (VRBO), Homeaway.com, etc., is allowed only when the cardholder acknowledges in written via SU SYSTEM email or memo they have no relation to the proprietor of the property. The daily rate plus all applicable fees must fall within the tier's lodging rate. Service Fees are not allowed.
32. The program administrator will enforce personnel policies to discipline employees in the event of abuse or failure to comply with established guidelines. The program administrator will ensure consequences outlined in the misuse section are executed, and all program participants are aware of the penalties of certain actions involving the Travel Card Program.
33. Unauthorized charges and/or overage of allowances as defined in PPM49 must be paid back to Southern University agency in which your card was issued. The funds will be withheld from the cardholder's reimbursement or payroll deducted. The Travel Section of the Comptroller's Office or designated section will advise the cardholder which payment method will occur to recover the funds. The Travel Section of the Comptroller's Office or designated Section monitors the recovery of unauthorized charges and must notify the program administrator by email when this occurs. If abuse occurs, whether accidental or intentional, twice within a Fiscal Year (12-month period), the Travel Card will be revoked.
34. The program administrator educates program participants on use of card and sales tax requirements. SU SYSTEM is state sales tax exempted at all Louisiana hotels, Louisiana Enterprise locations, Park N Fly at the New Orleans Airport, and group meals purchases at Louisiana restaurants when group travel spending is authorized by the program administrator. It is the cardholder's responsibility to ensure tax is not charged when using the vendors listed above. The Comptroller's Office or designated area on your campus will monitor card transactions to ensure the University is reimbursed for unauthorized tax exempt purchases. If unauthorized tax is applied to a Travel Card purchase, the cardholder must request for the vendor to credit the tax on the card's next statement. If the vendor cannot do so, the unauthorized tax amount is owed by the cardholder to the SU SYSTEM in which the traveler was authorized by to travel. The cardholder will have 30 days to resolve the matter or the amount will be deducted from cardholder's paycheck. A Travel Card will be cancelled if unauthorized tax is charged two times within a Fiscal Year (12 month period), regardless of the sales tax amount.

State policy indicates cardholders may be exempted from obtaining a credit from the merchant for State sales tax charges of \$25 or less. SU SYSTEM will monitor sales tax transactions to ensure corrective action is taken against repeat offenders. If unauthorized sales tax under \$25 is charged twice to the same cardholder, the taxable amount becomes the cardholder's responsibility to repay the University if the vendor cannot issue a credit by the next statement. The cardholder will have 30 days to resolve the matter or the amount will be deducted from cardholder's paycheck. A Travel Card will be canceled if unauthorized tax is charged two times within a Fiscal Year (12-month period), regardless of the sales tax amount.
35. If incidentals or extra charges not associated with SU SYSTEM business travel are paid with personal funds, such as room services, movies, double occupancy for additional non-state employees, extra hotel days, etc. It is the cardholder's responsibility to inform the vendor these charges are not State sales tax exempt. If incidentals are charged, the cardholder will be responsible for repaying SU SYSTEM. If State sales tax abuse occurs, whether accidental or intentional, twice with a Fiscal Year (12 month) period, the cardholder's card will be revoked.

36. Cardholders must report a card lost, stolen and/or any fraudulent activity to the Bank of America and program administrator at the agency which the cardholder's travel card was issued. A dispute form is also completed when inappropriate charges appear on their cardholder's statement. The form can be found on SU SYSTEM Travel Card Website or through the Travel Office.
37. **NOTE:** Travel advances should not be given to an employee who does not qualify for a State Liability Travel Card because their State of Louisiana Corporate Travel Individual Liability account was revoked due to charge offs and/or non-payment or account has an outstanding balance.

c. Audit Reports

SU SYSTEM must run and archive all monthly audit reports listed in Attachment A. The audit reports are processed through WORKS and Intellilink. When running these reports, it is the SU SYSTEM responsibility to not only review the data gathered, but to make certain that transactions are for a business purpose and have a legitimate business need or for known business travel. In the event that a transaction is being investigated, the cardholder must explain and justify the transaction being questioned in writing (email is acceptable). Based on the cardholder's explanation, the agency should address the situation accordingly and follow the procedures notated in the Misuse Section - #8.

All documentation, findings, and replies resulting from the monthly audit of Travel Card transactions are to be centrally located and readily available for any internal or external audits that may occur. Reports listed in Attachment A are available through VISA Intellilink and WORKS. Intellilink's data is available for a 27 rotating month period. WORKS data is available for 3 years. It is SU SYSTEM responsibility to obtain and archive the transaction data for seven full fiscal years.

Monthly certification that the above audit reports have been conducted must be submitted to the Office of State Travel. The certification will indicate University personnel administering the Travel Card program have generated the required reports, all requirements listed in the policy have been completed, and necessary findings have been investigated, documented and handled appropriately.

In addition, audit reports shall be used as a tool to assist with determining which cardholders may need a refresher training course, re-certification of the State's online training, counseling, cancellation of card, etc., as well as, to determine possible changes to cardholder's limits, profiles, and MCC groups.

d. Auditing and Controls

SU SYSTEM Office of Internal Audit will review the activities of the Travel Card and CBA program as part of their risk assessment of the University no less than once every 3 years. If the activities of the program are deemed high risk, then the internal auditors should address these areas of high risk as they would for similar items when developing their audit plans and work schedules. The Office of State Travel does encourage, however, an audit of the program no less than once every 3 years. SU SYSTEM Office of Internal Audit will notify the Office of State Travel via email after initiating the audit of Travel Card activities and upon completion of an audit report, a copy will be provided to the Office of State Travel.

Auditing the disbursement of University funds for settlement of valid travel claims is the responsibility of SU SYSTEM Travel Section or Designated Section. Departments using the Travel Card must do so in accordance with the internal controls and audit standards set forth by this policy and all state policy and procedures.

SU SYSTEM is responsible for performing post audits of cardholder transactions to monitor appropriate use while verifying purchases made are in accordance with PPM49 and all State rules and regulations. As described in the section above, BOA and VISA will provide reporting capabilities at no cost to SU SYSTEM to assist in auditing.

All transactions MUST have a receipt which is itemized, containing the receipt date, item(s) purchased, a line description of the item(s) purchased, price of each line item, and the total amount charged for all transactions. Most travel purchases list the cardholder's name, and the name listed on the receipt must match the cardholder's name. All transactions, also, must be reconciled in WORKS workflow, with an itemized receipt and any other applicable documentation scanned and attached to each charge.

Enrollment of an employee in the Travel Card program is approved by the employee's director, dean, or department head by completion of an Enrollment Form (**See Sample Attachment G**). The cardholder and their approver must sign an Agreement Form which outlines the responsibilities and regulations of their role in the program.

The cardholder's Department and Comptroller's Office or designated section on your campus will ensure separation of duties is in place for processing a cardholder's Travel Card transactions. Audit and review of the Travel Card for propriety of purpose, proper documentation, use of appropriate travel expense account number, and approval for payment will be performed, reviewed and approved by the cardholder's supervisor/approver. See Section 8 for responsibilities of an approver.

After the supervisor (Approver) approves, the Travel Section of the Comptroller's Office or designated section will audit all card transactions for propriety of purpose, proper documentation (receipts, invoices, etc.), valid speed key and travel expense account number, and insuring all corrections and adjustments are made in a timely manner. Transactions not in compliance with SU SYSTEM / State policies will be immediately reported to the cardholder's supervisor and the program administrator. If misuse of the card occurs twice within a Fiscal Year (12 month period), the card will be revoked.

The Travel Section of the Comptroller's Office or designated section will audit Travel Vouchers to ensure a reimbursement is not issued to an employee if a transaction was processed with a Travel Card.

After processing each monthly statement remittance, all Travel Log entries and supporting documentation are retained for each card transaction in an auditable state for a period of seven full fiscal years. Supporting documentation for restricted and grant accounts must comply with SU SYSTEM, General Accounting, and SPA requirements. All files will be subject to periodic review by the Office of the Legislative Auditors and any other duly authorized auditor.

e. Controlled Billing Accounts (CBA)

The SU SYSTEM CBA is managed by the CBA program administrator, and is used for all SU SYSTEM travel expenditures. Authorizers for the CBA account will maintain records and approvals sufficient for reconciling the CBA statement. Below is a list of the rules and regulations which are mandatory for all CBA accounts:

1. All CBA transactions must be in accordance with SU SYSTEM and the State's Travel Card Policies, PPM49, and purchasing policies, rules, regulations, Louisiana statues and/or executive orders if applicable.
2. The purpose of a CBA is to provide a tool for SU SYSTEM to purchase airfare and assist with payment of travel expenses listed in Section 7, Allowed Charges. Foundation charged airfare cannot be charged to the CBA and must go through the Foundation directly.

3. In accordance with PPM49, it is mandatory that all employee airfare is purchased with a State Liability Travel Card or CBA account. SU SYSTEM requires all airfare funded by SU SYSTEM to be charged exclusively to the Travel Card or CBA. Foundation charged airfare cannot be charged to the CBA and must go through the Foundation directly. **NOTE:** *The SUBR Campus and SU AGI CTR mandates that all airfare be paid with the CBA ONLY.*
4. **NOTE:** The CBA account will not be used by employees who do not qualify for a State Liability Travel Card because their State of Louisiana Corporate Travel Individual Liability account was revoked due to charge-offs and/or non-payment or account has an outstanding balance.
5. Accounts are issued in the name of SU SYSTEM and the program administrator is the primary point of contact for those accounts. SU SYSTEM has designated multiple authorizers per account as indicated above. The contract travel agency and Bank of America must be notified of name changes of authorizers for each CBA account.
6. The CBA accounts are the direct liability of the State. SU SYSTEM will be responsible for ensuring all payments are made timely to the bank, and the accounts are paid in full monthly. All CBA statements are included within the monthly total amount SU SYSTEM owes to BOA, and each CBA charge is listed on each individual SU SYSTEM master bill.
7. No plastic card is issued for CBA accounts. These are referred to as ghost accounts. The traveler and CBA user must ensure the actual "plastic" is not necessary when processing a transaction. The SU System has authorized Bank of America to debit their SU System operating account for the full amount due on the cycle date.
8. If it is determined that personal or other unauthorized charges are occurring on the CBA account, appropriate steps, up to and including dismissal, shall be taken to resolve the misuse/abuse.
9. The full CBA account number shall never be put in emails, fax, reports, memo, etc. If designation of an account is necessary, only the use of the last four or eight digits of the account is allowed.

5. SUPERVISOR / APPROVER RESPONSIBILITIES

An approver is responsible for reviewing transactions of an individual cardholder to ensure transactions are legitimate business expenses, are in compliance with all procedures, and are charged to the appropriate account.

A cardholder's approver must be a supervisor of the cardholder. A supervisor is defined as being at least one level higher than the cardholder. The approver must be the most logical supervisor who is the most familiar with the business case and appropriate business needs for the cardholder's transactions. An employee can never approve their own charges. If a cardholder travels for a SU SYSTEM department that is not their primary department, the appropriate supervisor who is best fit to approve the charges and knows the travel details should approve the cardholder's Travel Card charges for that particular trip. The person can only approve the charges if they have completed the qualification of an approver by taking the online course that is required by the State of Louisiana.

If an approver is absent during the approval process, it is the approver's and cardholder's responsibility to appoint a liaison who will approve Travel Card Transactions for the cardholder when the approver is absence for more than five working days. The Liaison Approver must complete/meet the same requirements as the approver in order to become a Liaison Approver. The Liaison Approver will have the same responsibilities as the approver in his/her absence.

The approver must inform the Travel Section of the Comptroller's Office or designated section and the program administrator by email of the absence. The cardholder's original supervisor/approver will resume approving duties once returned from their absence.

Approvers' responsibilities are listed in detail below:

1. Obtain an annual approver certification through the State's online certification training program, in which a passing grade of at least 90 is obtained.
2. Participate in a training session and sign the State's Approver Agreement Form annually. The original form is given to the program administrator, and the approver receives a copy.
3. Review and understand the State and SU SYSTEM Travel Card policies, PPM49 and all rules, regulations, guidelines, statutes, and executive orders, if applicable. This includes keeping well informed of program updates sent from the program administrators or anyone associated with the Travel Card Program.
4. Always submit approvals with all necessary documentation, including complete line item descriptions on receipts (both paper and electronic), in a timely manner and in accordance with SU SYSTEM policy.
5. Ensure a transaction's supporting documentation is complete. This includes an approved Travel Authorization Form, itemized receipts, Travel Log which is signed by both the approver and the cardholder, and any findings and justification. All original documentation is sent to SU SYSTEM Travel Section of the Comptroller's Office or designated section for review. Remember, the cardholder is never a final approver of their card transactions.
6. Receipts, supporting documentation, and Travel Log dates must correspond with the trip allowances, Travel Authorization Form dates, and billing cycle dates.
7. Guarantee each transaction has an appropriate business purpose and fits the cardholder's business needs.
8. Review Travel Card transactions to ensure state tax is not charged for Louisiana Enterprise locations, Louisiana hotels, Park N Fly at the New Orleans Airport location, and group meals purchased at Louisiana restaurants when group travel spending is approved by the program administrator.
9. All charges have been reviewed and audited, and are in compliance with SU SYSTEM and the State's Travel Card Policies, PPM 49, and all current purchasing rules, regulations, statutes, executive orders, and policies, as applicable.
10. Ensure the charge is not a duplication of personal request and/or reimbursements.
11. Electronically sign off on transactions in WORKS workflow only after reviewing that all transactions meet the criteria above (Lines 3 - 11) and all itemized receipts and related documentation are scanned and attached to each charge. Approvals must be made for every transaction through WORKS before the cardholder's monthly credit limit will refresh.
12. Immediately report any fraud or misuse suspected or personal charges to the program administrator and Bank of America. The approver will participate in any disciplinary actions which may be deemed appropriate, if necessary.
13. Notify the program administrator at the SU System where your Travel Card was issued immediately upon a cardholder leaving SU SYSTEM, changing departments, or taking an extended leave. The program administrator will make necessary changes to cancel the card and update program files accordingly.
14. Prior to a cardholder's departure, complete an exit review with the cardholder to ensure the cardholder's transactions, supporting documentation, receipts, and necessary signatures are obtained, both on paper and electronically through WORKS from the employee upon separation or change in department. Make certain the Travel Card is obtained from the employee upon separation or change in department, and return the card to the program administrator.
15. If the card is lost, stolen or has fraudulent charges, the approver or cardholder must notify the program administrator. The cardholder will immediately notify the bank.

16. Review at a minimum annually, all cardholders' profile limits to ensure appropriate utilization of the card and program intent. This will assure all cardholders limits, MCC Codes, etc., are working properly for the cardholder. If limits or codes are not allowing the cardholder to perform their duties, the approver should contact the program administrator to inquire about making any necessary adjustments.
17. Secure all assigned WORKS application user IDs and passwords. Never share user ID and passwords or leave work area while logged into the system or leave log-in information lying in an unsecure area.
18. Understand that failure to properly fulfill the approver's responsibilities as a Travel Card approver could result, at a minimum, in the following:
 - a) Written counseling, which would be placed in approver's employee file for a minimum of 12 months.
 - b) Consultation with the program administrators, and possibly President's Office and SU SYSTEM Office of Internal Audit
 - c) Disciplinary actions, up to and including termination of employment.
 - d) Legal actions, as allowed by the fullest extent of the law.

6. CARDHOLDERS RESPONSIBILITIES

1. Use of the Travel Card is for official SU SYSTEM (Includes System Office, Board of Supervisors /Office and all SU Campuses) State travel only. Personal use of the card is not allowed for any reason.
2. An annual training class must be attended prior to receiving the card and annually to learn about all aspects and updates of the Travel Card program. One-on-One training will only be given to new employees that have been with the SU System for less than 60 days or you have been appointed to a new position where traveling is required by your department head. If 60 days have passed, you will have to wait for the next fiscal year's annual training to receive a card.
3. A State Liability Cardholder Agreement Form, acknowledging cardholder's responsibilities, and SU SYSTEM Enrollment Form (**See Sample Attachment G**), granting the cardholder permission to obtain the card from their department, must be signed prior to receiving the card annually. The program administrator shall maintain the original signed copies for all cardholders in their own file, and copies of the signed forms will be provided to the cardholder.
4. Obtain the annual cardholder certification through the State's online certification training program receiving a passing grade of at least 90 prior to possess or continuing to possess a Travel Card.
5. Each cardholder is responsible for the security of their State Travel Card, and therefore should never display their card number around their work area or give their card number to someone under any circumstances. Also, never put the full Travel Card account number in emails, fax, reports, memo, etc. If designation of an account is necessary, only use the last four or eight digits of the account.
6. Recognize that the Travel Card is the property of the State of Louisiana and the cardholder is responsible for the physical security and control of the Travel Card and its appropriate use. The cardholder is also responsible for maintaining the security of card data such as the account number, the expiration date, assigned PIN number, and the card verification code (CVC), the 3-digit security code located on the back of the card.
7. The cardholder shall never send a copy of the Travel Card if requested by a merchant.
8. Secure assigned WORKS application User IDs. Never share User ID and password and/or leave work area while logged into the system or leave log-in information lying in an unsecure area.

9. The cardholder must present a personal credit card when checking into a hotel to cover any incidental expenses, which are not allowed if using the Travel Card. If incidentals are incurred during a business trip, the traveler must pay for the incidentals with personal funds and then be reimbursed through the University's travel reimbursement policy and procedures process.
10. The Travel Card is limited to the person whose name is embossed on the card, and shall not be used to pay for another employee, student, SU SYSTEM guest, or any other personnel's travel expenses, whether official or non-official.
11. The card should not be loaned to another person to pay for official or non-official travel expenses.
12. All Travel Card transactions must have a receipt and be in accordance with the most current publication of the University's Travel Card Policy, the State's Office Travel Card policy, and PPM49. Purchasing policies, rules, regulations, Louisiana statutes and/or executive orders must be followed, if applicable. When using the Travel Card never avoid any travel, procurement, or payment procedures.
13. The SU SYSTEM retains the right to cancel a cardholder's privileges. Cards may be revoked for misuse or non-compliance of SU SYSTEM or the State's Travel Card procedures, the Cardholder's Agreement Form, or PPM-49. First offense will result in a written notification from the Approver who will also notify the program administrator, and the Travel Section of the Comptroller's Office or designated section of your SU System. The second offense within a Fiscal Year (12 month) period, whether intentional or accidental, will result in the cancellation of the card.
14. All non-permitted purchases or overages of PPM-49 rates will be owed back to SU System by withholding the amount from the traveler's travel voucher, or payroll check. The Travel Section supervisor of the Comptroller's Office or designated section at your SU System will instruct the cardholder which form of payment will be processed. The cardholder will have 30 days to resolve the matter or the amount will be deducted from cardholder's paycheck.
15. SU SYSTEM travelers on official state business are state sales tax exempted at all Louisiana hotels, Louisiana Enterprise locations, Park N Fly at the New Orleans Airport, and group meals purchased at Louisiana restaurants when group travel spending is approved by the program administrator. Cardholders should make every effort at the time of purchase to prevent being charged state sales tax. Cardholders must notify the vendor BEFORE the purchase is processed that the purchase is tax exempt. The tax exempt number is printed on the front of the Travel Card. Cardholders must present the appropriate tax exemption form or provide the correct corporate account number to have State sales tax removed from the above vendors while on official University business. See Section 11, State Sales Tax, for details on how remove State tax.
16. If unauthorized tax is applied to a Travel Card purchase, the cardholder must request for the vendor to credit the tax on the card's next statement. If the vendor cannot do so, the unauthorized tax amount is owed by the cardholder to the University. The cardholder will have two pay periods to resolve the matter or the amount can be deducted from cardholder's paycheck.
A Travel Card will be cancelled if unauthorized tax is charged two times within a 12 month period, regardless of the sales tax amount.
17. If incidentals or extra charges not associated with SU SYSTEM business travel are paid with personal funds, such as room services, movies, double occupancy for additional non-state employees, extra hotel days, etc., it is the cardholder's responsibility to inform the vendor these charges are not State sales tax exempt. If State sales tax abuse occurs, whether accidental or intentional, twice within a 12 month period, the card will be revoked.
18. Never, under any circumstances, use the Travel Card to access cash, or accept cash in lieu of a credit.
19. Never use the card for incidentals, gift cards, gift certificates, alcohol, food or entertainment services.

20. If the cardholder's department has a Fuelman Fuel Card, never use the Travel Card for fuel and maintenance. However, in the event that the program is not covered in a certain area, then the Travel Card may be used for allowed Travel Card charges only, and files must be completely documented.
21. Submittal of all required transaction documentation, special approvals, etc., is completed timely and in accordance with this policy.
22. Within Bank of America's WORKS Workflow, each cardholder must upload and attach a copy of the invoice or receipt and any other relevant documentation for every individual purchase on their billing statement. For every transaction, comments and/or line item descriptions must be entered. This allows for program administrators, auditors, and other third parties more oversight. The Cardholder must sign off on all transactions in WORKS in order for their monthly credit limit to refresh.
23. In addition to WORKS Workflow, each cardholder is responsible for remitting a Travel Card Log. Supporting documentation must be attached and sufficient to adhere to PPM49, the State's and SU SYSTEM Travel Card Policies, and purchasing guidelines. Each charge(s) listed on the Travel Log must have an itemized receipt and approved Travel Authorization Form associated with the purchase(s). The log must be signed by the cardholder, verifying they made the charge(s). Supervisors/approvers are responsible for reviewing, approving, and signing Travel Card Logs certifying the documentation is acceptable for each transaction, and the charge is for official State business and in compliance with appropriate rules and regulations. After the log is signed by the supervisor/approver, all original documentation should be forwarded to the Travel Section of the Comptroller's Office or designated section for review and file maintenance.
24. Every transaction must have a receipt with a full description, not a generic description such as "general merchandise," whether on paper or un-editable electronic format. Failure to provide an itemized receipt can result in cancellation of the Travel Card.
25. Documentation is required for all expenses and credits. For items such as registrations, where the vendor does not normally generate a receipt, a copy of the ordering document may be used. Acceptable documentation must include a line description, date, line item pricing, and total amount charged for the expense. Most travel purchases list the cardholder's name, and it is best practice to ensure the name listed on the receipt matches the cardholder's name.
26. In addition to the Travel Card Log, it will be each cardholder's responsibility to submit their related Travel Voucher Expense Form timely for reimbursement of meals, incidentals and other items not allowed on the card in accordance with the University's internal policy. Travel Vouchers are found on Accounts Payable's SharePoint site. The travel voucher contains a section highlighted yellow where all Bank of America Travel Card or CBA charges must be listed to show that the expense was not claimed as a reimbursable item to the traveler and only paid once by SU System in which your Travel Card was issued by.
27. Never make a payment to the bank in the event an unauthorized charge is placed on the cardholder's State Liability Travel Card. If the payment is made directly to the bank, it will cause the monthly statement to be out of balance. Ultimately, it will be determined that a personal payment was made, therefore, report any unauthorized charges to the program administrator immediately.
28. Notify the program administrator if fraudulent charges are noticed, as the card may need to be cancelled and another card issued.
29. Notify the program administrator if use of a card has changed, and lower or higher limits are necessary. For FMLA, sabbatical, and other extended periods of leave, the cardholder must notify the program administrator of his/her instances of extended leave.

30. Immediately report a lost or stolen card to Bank of America first, 1-888-449-2273 (24 hours a day & 365 days a year), and the program administrator second. The affected card will be automatically suspended by Bank of America, and a new card with a new account number will be sent to the program administrator. The cardholder will be notified by the program administrator when the new card is ready for pickup. Immediately reporting a lost, misplaced, or stolen card limits SU SYSTEM liability for potential charges that may occur from unauthorized use. Failure to promptly report a lost, misplaced or stolen card may result in the University seeking reimbursement from the cardholder for any unauthorized charges.
31. Prior to separation of employment from the University, the cardholder must deliver the card to the program administrator. *DO NOT SEND THE CARD IN THE CAMPUS MAIL.*

7. ALLOWABLE STATE LIABILITY TRAVEL CARD TRANSACTIONS

The State Travel Card can only be used for the transactions listed below, and each purchase must fall within PPM-49's guidelines. Mismanagement of the Travel Card will lead to card cancellation and disciplinary action. *See Section 9 below for details of misuse.*

1. **AIRFARE**- Mandatory to be paid with either a State Liability Travel Card or SU SYSTEM CBA Account for which you work. **NOTE:** SU-Baton Rouge Campus and SU – AGI CTR will only allow airline tickets and State Contracted Travel Agency Fees listed as #2 below to be paid with the CBA Account only. *All calls made to the State Contracted Travel Agency must be made Mon. – Friday, 8:00 a.m. to 5:00 p.m.* All calls made before or after these times given will result in a \$15.00 charge that will be payroll deducted if an approved justification letter has not been approved by your designated Travel Approver at your SU System and submitted to your SU System Travel Section of the Comptroller's Office or designated section.

Airfare paid using the CBA account will only be processed if Travel Request with quote attached is received by 2 p.m. on the same day it is booked through the State Contracted Travel Agency Mon. –Thursday and by 11:00 a.m. on Friday's due to turn around for processing of airline tickets. No exceptions will be made to this rule.

2. **STATE CONTRACTED TRAVEL AGENCY FEES**
3. **REGISTRATION FOR CONFERENCE/WORKSHOPS** - Mandatory to be paid with either a State Liability Travel Card or SU SYSTEM CBA Account. *Membership Dues are not allowed.*
4. **HOTEL/LODGING** - Mandatory to be paid with either a State Liability Travel Card or SU SYSTEM CBA Account.
5. **RENTAL CAR** - Mandatory to be paid with either a State Liability Travel Card or SU SYSTEM CBA Account.
6. **PARKING** - Only with hotel stay and combined on invoice and Park-N-Fly Parking
7. **INTERNET SERVICES**- Only with hotel stay and combined on invoice
8. **GASOLINE FOR RENTAL CAR/STATE OWNED CAR ONLY** - Not to be used in place of the Fuelman Fuel Card Program/Contract.
However, in the event that the program is not covered in a certain area, then the Travel Card may be used and file must be completely documented.

NOTE: If your department has a Fuelman Fuel Card and you use your Travel Card to purchase gasoline you must submit a justification letter to the Card program administrator for the reason(s) your Fuelman or State Contracted Fuel Card was not used which must be approved by the Travel Approver at your SU System campus.

9. **SHUTTLE SERVICE** - Only when pre-paid prior to trip. Not for individual ground transportation during a business trip such as taxi, bus, etc.

8. CARD MISUSE

A. Fraud Disciplinary Actions

Failure to properly fulfill the responsibilities in which ever duties/rolls you have with the Travel Card will cause the following actions below:

- a) Disciplinary actions, up to and including termination of employment.
- b) Legal actions, as allowed by the fullest extent of the law.

B. Fraud Purchases

A fraud purchase is defined as any use of the Travel Card/CBA which is determined to be an intentional attempt to defraud the State for personal gain or for the personal gain of others.

An employee suspected of having misused the Travel Card/CBA with the intent to defraud the State will be subjected to an investigation. Should the investigation result in findings which show the actions of the employee have caused impairment to State service, and should those findings be sufficient to support such action, the employee's card will be revoked and will be subject to disciplinary action.

The nature of the disciplinary action will be at the discretion of the program administrator, University President-Chancellor, and/or the Office of Internal Audit, and will be based on the investigation findings and the record of the employee. Any such investigation and ensuing action shall be reported to the Legislative Auditor, Office of the Inspector General and the Director of the Office of State Travel.

Any recognized or suspected misuse of the Travel Card Program shall be immediately reported to the agency program administrator and may be anonymously, reported to the State of Louisiana Inspector General's Fraud and Abuse Hotline at 1-866-801-2549 or for additional information one may visit

<http://oig.louisiana.gov/index.cfm?md=pagebuilder&tmp=home&nid=3&pnid=0&pid=4&catid=0>.

C. Non-Approved Purchase

A non-approved purchase is one made by a cardholder which payment by the State is unapproved. A non-approved purchase differs from a fraud purchase in that it is non-intentional misuse of the Travel Card/CBA with no intent to deceive the State for personal gain or for the personal gain of others. A non-approved purchase is generally the result of a miscommunication between a supervisor and the cardholder. An example of a non-approved purchase could occur when the cardholder mistakenly uses the Travel Card rather than a personal card.

When a non-approved purchase occurs, the cardholder should be counseled to use more care in handling of the Travel Card/CBA. The counseling should be in writing from the Travel CardHolder's Approver and maintained in the employee's file for no longer than one year unless another incident occurs.

The cardholder's approver/supervisor and program administrator, and Accounts Payable Manager is also notified. Should another incident of a non-approved purchase occur within a 12-month period, whether intentional or accidental, the cardholder's Travel Card will be revoked. The employee must pay for all unapproved items purchased. The funds will be collected by a payment being made to the Bursar's Office or a deduction in the cardholder's travel voucher. The Comptroller's Office or designated area on your campus will notify the cardholder via email as to which method of payment will occur. If payment is not resolved within two weeks from the email notification, the amount will be payroll deducted from the cardholder.

D. Merchant Forced Transactions

Commercial cards are accepted by a variety of merchants that process transactions only if approved by the issuing bank, thereby abiding by the card controls in place. Merchants processing transactions are typically a two-step process:

1. Merchant authorizes transactions against card controls (MCC, limits, exp. date, etc.) and if approved receives an authorization number.
2. Merchant submits the transactions for payment from the bank.

In rare instances, merchants will circumvent the authorization process and only perform step 2. This means that the merchant did not authorize the transaction against the card controls and therefore did not receive an authorization number. If this occurs, the merchant has forfeited all dispute rights and the transaction can be disputed unless the merchant can provide a valid authorization number. If a valid authorization number is not provided, the dispute will be resolved in the cardholders favor.

E. Card Receives Decline

If a merchant advises the card approval has been denied, it is most likely a violation of one of the established levels of authority checks listed below:

- The purchase exceeds the single transaction limit.
- The account is over the spending limit.
- The purchase is a violation of a Merchant Group / Spending Category Code or a Merchant Category Code is prohibited.

The supplier will not have information related to the reason for denial, nor does the cardholder have the authority to obtain this information.

NOTE: If a transaction is denied, the cardholder should contact the program administrator for support who will contact Bank of America to obtain information on the denial/decline. If a charge declines, the cardholder should not re-swipe the card, and the merchant should be advised not to attempt to process the payment until the situation is rectified.

9. CARD AND WORKS USER ID AND PASSWORD SECURITY

Each cardholder, CBA administrator, program administrator, auditor, cardholder approver, etc., is responsible for the security of their card, user ID(s), and password(s), and therefore should:

1. Never display their card account number, WORKS' ID number, and passwords around their work area.

2. Never share user IDs and passwords, leave work area while logged into the system, or leave log-in information lying in an unsecure area.
3. Never give a card account number, user IDs or passwords to someone else.
4. Never email the full account numbers or user ID or password under any circumstances.

10. DISPUTES

In the event cardholder finds items on the monthly billing statement that do not correlate with retained receipts and supporting documentation, transactions not made by the cardholder, incorrect transactions amounts, or if there is an issue with service or quality, the cardholder's first recourse is to contact the merchant to try to resolve the problem.

If the merchant agrees and error has been made, they will credit the cardholder's account. The credit should appear on the next monthly billing statement. Cardholder should check the next statement for credit.

If the problem with the vendor is not resolved, the Statement of Disputed Item Form (Statement of Disputed Item Form may be obtained on the Travel Card Website or through the Travel office) must be completed and mailed or faxed with required enclosure within 60 days from the billing close date (8th of each month) to:

Bank of America – Commercial Card Services Operations

P. O. Box 53142

Phoenix, AZ 85072-3142

Phone: (800) 410-6465 Fax: (888) 678-6046

A copy of the dispute form should be sent to the Program Administrator at your SU System campus.

The transaction will be paid, there, it is important for cardholder to mark purchasing documentation as "**DISPUTED**". Cardholder should retain a copy of the disputed documentation and verify receipt of the credit on future statements.

All disputes must be identified in writing within 60 days of the billing statement. Bank of America will then resolve disputes within 180 days.

Sales tax is not a disputable item. It is the responsibility of the cardholder to ensure that merchants are advised that the purchase is sales tax exempt and provide the tax exemption number.

11. STATES SALES TAX

The State Travel Card and CBA charges are a direct liability of the State, therefore, State sales tax should not be charged to Louisiana hotels, Louisiana Enterprise locations, Park N Fly at the New Orleans Airport, and group meals purchased at Louisiana restaurants when group travel spending is approved by the program administrator. Cardholders should make every effort at the time of purchase to prevent being charged State sales tax. The cardholder will notify the vendor **BEFORE** the purchase is processed that the purchase is tax exempt. To have State sales tax removed, cardholders must:

1. **Louisiana Hotels** - present the Louisiana Governmental Employees Hotel Lodging Sales / Use Tax Exemption Certificate during check-in. The exempt form can be found on the Office of State Travel's website: See current State Liability travel Card and CBA Policy Section III for state related travel exemptions.
<http://www.doa.la.gov/osp/travel/corptravcard/TravCard-CBApolicy-2018.pdf>
NOTE: If being paid with the CBA account, it will be fax to the hotel with Credit Card Authorization form and employee will have to sign once they arrive for check-in.
2. **Louisiana Enterprise Location Rentals** - When making a reservation, whether online or via phone, provide the State's Account Number - NA1403, or submit the State of Louisiana Employee Travel Expense Limited Sales Tax Exemption Certificate and select Enterprise Rental. The exempt form can be found on the State Office's website:
<http://www.doa.la.gov/osp/travel/corptravcard/TravCard-CBApolicy-2018.pdf>
NOTE: If being paid with the CBA account please speak with your program administrator for the Code to connect the vehicle rental with the correct SU System account.
3. **Park N Fly (New Orleans Airport)** - requires state issued photo ID, or valid ID with a state business card, and a tax exemption form if reservation is not made on website. If the online reservation system is used, the website is located at: WWW.PNF.COM/BOOK/0050056.

If unauthorized tax is applied to a Travel Card purchase, the cardholder must request the vendor to credit the tax on the card's next statement. If the vendor cannot do so, the unauthorized tax amount is owed by the cardholder to the University. The cardholder will have 30 days to resolve the matter or the amount can be deducted from cardholder's paycheck.

SU SYSTEM will monitor sales tax transactions to ensure corrective action is taken against repeat offenders. A card will be canceled if unauthorized tax is charged two times within a Fiscal Year, regardless of the State sales tax amount.

If incidentals or extra charges not associated with your SU SYSTEM business travel are paid with personal funds, such as room services, movies, double occupancy for additional non-state employees, extra hotel days, etc., it is the cardholder's responsibility to inform the vendor these charges are not State sales tax exempted. If State sales tax abuse occurs twice, whether accidental or intentional, the Travel Card will be revoked.

12. SURCHARGES AND CONVENIENCE FEE

Merchants may include a surcharge or convenience fee. VISA and MasterCard have strict merchant guidelines governing the assessment of surcharge fees:

- The merchant must register with VISA 30 days prior to beginning a surcharge policy.
- The merchant must provide clear disclosure to the customer.
- The amount of the surcharge must be listed as a separate item and detailed on the receipt.
- The surcharge must apply to all credit cards accepted by the merchant.
- The surcharge must be equivalent to the merchant's interchange rate, but cannot exceed 4%.

For any charge where the Supplier has charged a surcharge, a cardholder or user should obtain a copy of the acknowledgement letter sent to the Supplier by Visa authorizing the Supplier to impose a surcharge as part of their supporting documentation. Convenience fees are charged as a flat fee (regardless of the total cost) when purchases are made via one form of payment channel over another – online or by phone vs. in store or by mail.

The decision to use a State Travel Card/CBA on a purchase that will incur a surcharge or convenience fee should be based on rare and extenuating circumstances such as no other form of payment is accepted, timeliness of payment to avoid late fees, urgency of the needed item or services, lack of other vendors, etc. Agencies are required to carefully evaluate the necessity of the State Travel/CBA Card transactions which are subject to surcharge or convenience fees.

13. DOCUMENTATION

A. Complete Documentation

SU SYSTEM must ensure documentation is adequate and sufficient to adhere to the current version of PPM49, SU SYSTEM and the State's Travel Card Policy, and all purchasing policies, rules, regulations, statutes, and executive orders, for recording of expenditures in the SU SYSTEM Banner system.

SU SYSTEM makes certain immediate supervisors/approvers are verifying and ensuring controls are being met and transactions are appropriate, accurate, and have a business case and need for all expenditures. This includes all receipts, receipt's dates, and other supporting documentation is applicable with a known need for business travel that corresponds to the dates on the approved Travel Authorization Form.

Records of approval are accomplished by a cardholder's approver/supervisor electronically signing off in Bank of America's WORKS Workflow and signing a paper Travel Card Log. Approval by the approver certifies the documentation has been reviewed, is acceptable for each transaction, the purchase was for official state business, and is in compliance with appropriate rules and regulations.

Every transaction in WORKS Workflow will require that the cardholder upload and attach a receipt and any relevant documentation to each individual transaction in their account. They must include comments that would allow outside parties to determine that the expense was business-related. Once this is complete, the cardholder will verify the transaction by electronically signing off on the item. All transactions in the billing cycle must be signed off in WORKS before the monthly credit limit is refreshed.

In addition to WORKS Workflow, each cardholder must provide paper documentation to Accounts Payable for review and maintenance. Cardholder's will receive a statement from Bank of America mailed to the cardholder's SU SYSTEM work address.

The statement must be signed by the cardholder and approver and submitted to Accounts Payable prior to the start of next billing cycle. The statement is a good method to ensure all monthly charges are accounted for.

Documentation is required for all purchases and credits. For items such as registrations, where the vendor does not normally generate a receipt, a copy of the ordering document may be used. Acceptable documentation must include a line description with full explanation, not a generic "general merchandise" statement, and line item pricing for the purchase. Electronic receipts are allowed from the vendor if they are un-editable and are maintained in compliance with the SU SYSTEM retention policy.

For an internet purchase, the confirmation printout showing the purchase details, or the printout of the transaction details if it shows what was purchased (the quantity and the price paid), will suffice for an itemized receipt. The receipt must be non-editable.

Cardholder approvers will forward all original supporting documentation, including invoices/receipts, signed paper logs and monthly billing statements by both cardholder and approver, approved Travel Authorization

Form, and any findings and justification to SU SYSTEM Travel Section of the Comptroller's Office or designated for review and maintenance of the files for seven full fiscal years. All files are centrally located in the Accounts Payable Office, and will be subject to periodic review by the Office of State Purchasing and Travel, the Legislative Auditors and any other duly authorized auditor.

B. Individual State Liability Travel Cards

It is the cardholder's responsibility to electronically sign off on their transactions in WORKS, submit their monthly billing statement, Travel Card Log and all required transaction documentation, which includes approved Travel Authorization Form, special approvals, etc. by the appropriate deadline set by SU SYSTEM to ensure the statement is paid timely. The Comptroller's Office or designated area on your campus will email cardholders via email and provide deadlines for documentation submittal every billing cycle. Ample time will be given to submit documentation.

C. Cardless Business Account (CBA) AKA Corporate Business Accounts

The purpose of a CBA is to provide a tool for agencies to purchase airfare, conference registrations and assist with payment of high dollar travel expenses, as per current State Liability Travel Card and CBA Policy. Please realize that although other travel related charges are now allowed on the CBA account, the traveler should be aware that there is no plastic issued for a CBA to ensure that this will not impair his travel plans.

The administrators for SU SYSTEM CBA accounts will maintain records and approvals sufficient to reconcile the CBA statement to ensure it is paid timely. Each CBA administrator and approver is responsible for ensuring that documentation is adequate and sufficient to adhere to the State and SU SYSTEM Travel Card Policies, PPM49, accounting procedures, and all rules, regulations, laws, statutes, policies for recording of expenditures. CBA administrators must have an approver who is a supervisor at least one level higher than the CBA administrators. CBA administrators are to follow all individual cardholder procedures, trainings, certifications, rules, regulations, and guidelines as outlined in the State's and SU SYSTEM policy, including signing off of transactions in WORKS, and forwarding signed logs by both administrator and approver and all supporting documentation to SU SYSTEM Accounts Payable Office for review and file maintenance.

14. PAYMENT PROCEDURES

SU SYSTEM will ensure all necessary procedures and controls are in place for prompt payment, reconciliation and cost distribution of Travel Card/CBA charges and credits. Below are payment and card cycle procedures.

A. Card Cycle

The cardholder presents their Travel Card to the vendor at time of purchase. The vendor receives remuneration from VISA within two business days of requesting payment for the service provided.

The billing cycle's dates are the 9th of the month to the 8th of the following month (ex: May 9th - June 8th). Only after the cardholders and their approvers electronically sign off on each transaction in Bank of America's WORKS Workflow, will the monthly credit limit refresh at the end of the billing cycle. Assuming all transactions have been approved, at midnight on the first day of the billing cycle, the cardholder's monthly cycle limit is automatically reset to \$1.

In addition to Works Workflow, cardholders will receive paper billing statements monthly from Bank of America approximately five business days of the close of the billing cycle (8th of the month).

Between the statement and email, the cardholder will have adequate enough information to gather all documents needed to verify and confirm purchases.

The program administrator will receive a paper statement within five business days from Bank of America containing all individual SU SYSTEM cardholder and CBA accounts' charges. The Comptroller's Office or designated area on your campus will also download an electronic file from WORKS containing all SU SYSTEM (Includes System Office, Board of Supervisors /Office and all SU Campuses) cardholder and CBA transactions. The electronic file is available on WORKS the first day of the next billing cycle. (Ex: The March 9 - April 8 billing cycle electronic statement is obtainable April 9.) The Comptroller's Office or designated area on your campus will ensure the paper and online statement remittance amounts are equal to one other. It is SU SYSTEM program administrator's responsibility to contact BOA if the paper statement is not received timely, or the online statement is not accessible.

B. Cardholder Reconciliation

An employee must complete a Travel Card Log for all charges made within a billing cycle to assist in reconciliation and payment process. This is in addition to the Cardholder's responsibility to use WORKS Workflow to sign off on all charges, which includes uploading receipts and adding comments to each transaction. Ample time will be provided to submit all required paperwork.

It is best practice to have one log per billing cycle containing all cycle charges. For frequent travelers, it may be more efficient to complete one Travel Card Log per trip. As long as each charge in a particular cycle is documented on a Travel Card Log with supporting documentation, one log or multiple logs can be submitted for one billing cycle.

By the cardholder completing a Travel Card Log, it verifies the charges were processed by the cardholder, and all Travel Card purchases are within SU SYSTEM and the State's Travel Card policies, PPM-49, and all SU SYSTEM and State travel and purchasing rules, regulations and executive orders. Attached to the log should contain all supporting documentation for each Travel Card purchase, which includes:

- Itemized receipt(s) with the receipt date, purchase amount, and description of the purchase for all charges within the billing cycle. This is needed for credits as well.
- Approved Travel Authorization Form(s) for each purchase. All charges fall within the authorization form's dates, and the destination and purpose on the form is relevant to each purchase.
- All other supporting documentation such as special approvals or justifications.

All Travel Logs must be signed by the cardholder, verifying all charges meet the requirements listed above.

Each cardholder will receive a statement from Bank of America mailed to the cardholder's SU SYSTEM work address. The statement is to ensure all monthly charges are accounted for. The statement is also signed by the cardholder.

C. Supervisor Approval

The cardholder's supervisor who is most familiar with the cardholder's business related travel must approve/sign the cardholder's Travel Card Log and billing statement. This is in addition to the Approver's responsibility to use WORKS Workflow to verify and approve the cardholder's transactions, making sure all appropriate documentation and comments have been attached.

Remember the approver must be a supervisor of the cardholder who is at least one level higher than the cardholder. While reviewing logs, the approver must ensure:

- A Travel Log is completed and signed by the cardholder.
- A detailed, itemized receipt matches each charge recorded on the log.
- All documentation and justification needed is included with the log.
- Transactions are in compliance with all State / SU SYSTEM policies, and regulations, including PPM-49.
- Each charge posted on the billing cycle is included on the log, including credits. If multiple logs are used, each charge is accounted for.
- An approved Travel Authorization Form must be submitted 10 working days before travel date. If a registration fee is to be paid in advance with an approved Travel Authorization Form along with all supporting documentation that must be submitted 15 working days before the date the registration is due to the company. All charges fall within the authorization form's dates, billing cycle, and the destination and purpose on the form is related to the purchase. **Only exception is if you are traveling for recruitment purposes in which you must submit your travel within 72 hours of your travel date (Athletics and Admissions & Recruitment Department only).**
- **NOTE:** The Authorization form must be approved all the way up to the Comptroller's Office or designated section before monies will be placed on your travel card.

After all charges are reviewed and approved, the log is signed by the approver, and all original logs with supporting documentation are forwarded to SU SYSTEM Comptroller's Office or designated section. If there is an issue or discrepancy with any of the above items, the approver should contact the cardholder immediately to address the issue. The log and paperwork should not be forwarded to Comptroller's Office or designated area on your campus until all items are correct. If a charge is believed or found to be in non-compliance with any University or State rules or policies, the approver must contact the program administrator.

The Comptroller's Office or designated area on your campus or program administrator will contact the cardholder and/or supervisor and provide a submittal deadline for completed logs and supporting documentation.

D. University Approval

As indicated above, a signed Travel Log for all charges in a billing cycle must be signed by the cardholder and the cardholder's approver with supporting documentation for each Travel Card purchase. The original completed log and supporting records are forwarded to SU SYSTEM Comptroller's Office or designated section where it is stored for seven full fiscal years.

Once the cardholder's Travel Log and supporting backup is received by, the Comptroller's Office or designated section will review each log to ensure:

- Transactions are in compliance with all State / SU SYSTEM policies, and regulations, including PPM-49.
- The cardholder completed and signed a Travel Log. Each charge and credit posted to the billing cycle is recorded on the log. A signed billing statement is also submitted.
- All proper documentation is attached to each log (see paragraph above and Section 13).
- An approved Travel Authorization Form is attached. All charges fall within the authorization form's dates, billing cycle, and the destination and purpose on the form is related to the purchase.

- The appropriate supervisor signed and approved the log and billing statement. The approving supervisor must match to the SU System Travel Section of the Comptroller's Office or designated section.

If there are any questions regarding a charge or insufficient documentation provided, the SU SYSTEM Travel Section of the Comptroller's Office or designated section will contact the cardholder to obtain an explanation or correct information. This additional information is included and filed with the cardholder's supporting documentation. If it is determined that personal or other unauthorized charges occurred on the card, appropriate steps, up to and including dismissal, shall be taken to resolve the misuse/abuse of the card. (See Section 9; Card Misuse)

E. Payment Due Date and Cost Distribution

The total amount due on the statement encompasses activity from all individual cardholders and CBA purchases within the billing cycle. The payment must be made to Bank of America within 25 days of statement billing date. SU SYSTEM will always make the statement payment. The cardholder will never make a payment to Bank of America, regardless of the situation.

All Travel Card purchases should be verified by the cardholder, approved by the supervisor, and audited and approved by the SU SYSTEM Travel Card Section of the Comptroller's Office or designated section prior to the statement payment.

SU SYSTEM has established an automated draft to occur on the payment due date. The draft takes place on the due date, or the last open business day if the due date is a weekend or holiday. The draft amount is verified by the Travel Card Accountant. If there is a discrepancy with the draft amount, the SU Travel card program administrator will notify Bank of America to resolve the issue and contact the program administrator and SU SYSTEM General Accounting Office.

The SU SYSTEM Travel Section of the Comptroller's Office or designated section will ensure enough funding is available when the draft is completed. The draft is approved by SU SYSTEM Travel Section of the Comptroller's Office or designated section through your SU SYSTEM Automatic Debit Form. Two of SU SYSTEM authorized check signers must sign the form for approval. Other acceptable forms of payment is a check or wire transmittal, in which SU SYSTEM internal procedures must be followed for each individual method.

A Journal Voucher (JV) is created by the Comptroller's Office or designated area on your campus to record the payment in SU SYSTEM (Banner system). The JV has itemized lines which correspond to each charge listed on the billing statement. The total amount of the JV must equal the statement's amount due and the automated draft amount. The SU designated person will assign the correct travel expense account number to each line/charge.

All Travel Card charges are charged against the account listed on the approved trip's authorization form. It is the cardholder and approver's responsibility to ensure enough funding is available. If a cardholder requests to use a different account than what was approved on the authorization form, the appropriate department who manages the new account (ORSP, Budget Office, or General Accounting) must approve the change in writing. The Journal Voucher process shall be completed each month, prior to the next billing cycle.

15. CONTACT INFORMATION

Bank of America

Phone: 1-888-449-2273

Fax: 1-800-253-5846

SU SYSTEM (Includes System Office, Board of Supervisors/Office and all SU Campuses) **State Travel Card/CBA Contacts**

<p>SUBR T-CARD Primary Program Administrator Linda Roberson, SUBR Campus Office of the V/C for Finance and Administration Phone: 225-771-4585 Fax: 225-771-2404 Email: linda_roberson@subr.edu</p>	<p>SUBR T-CARD Secondary Program Administrator Mr. Benjamin Pugh, SUBR Campus Office of the V/C for Finance and Administration Phone: 225-771-4585 Fax: 225-771-2058 Email: benjamin_pugh@subr.edu</p>
<p>AG. Ctr T-CARD Primary Program Administrator Annette Tolliver, Agri. Research & Extension Ctr. Fiscal Services Bldg. Phone: 225-771-5122 Fax: 225-771-2639 Email: annette_tolliver@suagcenter.com</p>	<p>AG. CTR T-CARD Secondary Program Administrator N/A Phone: Fax: Email:</p>
<p>System T-CARD Primary Program Administrator Kimberly Knighton, SU System Office Office of the V/P for Finance and Fiscal Affairs Phone: 225-771-5372 Fax: N/A Email: kimberly_knighton@subr.edu</p>	<p>System T-CARD Secondary Program Administrator Barbara Robertson, SU System Office Office of the V/P for Finance and Fiscal Affairs Phone: 225-771-3473 Fax: N/A Email: barbara_robertson@sus.edu</p>
<p>Law Ctr. T-Card Primary Program Administrator Paula Matthews, SU Law Center Office of Financial Affairs Phone: 225-771-3138 Fax: 225-771-2193 Email: pmatthews@sulc.edu</p>	<p>Law Ctr. T-Card Secondary Program Administrator Lois Holden, SU Law Center Office of Financial Affairs Phone: 225-771-3139 Fax: 225-771-2154 Email: lholden@sulc.edu</p>
<p>SUNO T-CARD Primary Program Administrator Hazel C. Pitts, SU New Orleans Office of the V/C for Administration and Finance Phone: 504-286-5148 Fax: 504-286-5473 Email: hpitts@suno.edu</p>	<p>SUNO T-CARD Secondary 1 Program Administrator Shannon Williams, SU New Orleans Office of the Comptroller Phone: 504-286-5133 Fax: 504-286-5328 Email: swilliams@suno.edu</p> <p>-----</p> <p>SUNO T-CARD Secondary 2 Program Administrator Shawn Charles, SU New Orleans Office of the Comptroller Phone: 504-286-5348 Fax: 504-286-5328 Email: scharles@suno.edu</p>
<p>SUSLA T-Card Primary Program Administrator Brandy Jacobsen, SU Shreveport Office of the V/C for Finance and Administration Phone: 318-670-9371 Fax: 318-670-6330 Email: bpugh@susla.edu</p>	<p>SUSLA T-Card Secondary Program Administrator Sophia Lee, SU Shreveport Office of the V/C for Finance and Administration Phone: 318-670-9355 Fax: 318-670-6330 Email: slee@susla.edu</p>

If a cardholder need to report a card lost or stolen card, contact Bank of America immediately, and also notify the SU SYSTEM Program Administrator located on the campus in which you work.

16. POLICY ACKNOWLEDGEMENT (ATTACHMENT A-E)

The Department Head and Agency Program Administrators, by signing this State Liability Travel Card and CBA Policy dated _____, acknowledge and accept responsibilities in the administration of this program as outlined herein. A signed copy of this acknowledgement must be submitted to Office of State Travel.

AGENCY

DEPARTMENT HEAD (PRINTED NAME)

SIGNATURE

PRIMARY PROGRAM ADMINISTRATOR
(PRINTED NAME)

SIGNATURE

SECONDARY PROGRAM ADMINISTRATOR
(PRINTED NAME)

SIGNATURE

Date

Attachment A

16. POLICY ACKNOWLEDGEMENT

The Department Head and Agency Program Administrators, by signing this State Liability Travel Card and CBA Policy dated October 1, 2018, acknowledge and accept responsibilities in the administration of this program as outlined herein. A signed copy of this acknowledgement must be submitted to Office of State Travel.

SOUTHERN UNIVERSITY – BATON ROUGE CAMPUS

AGENCY

Dr. James H. Ammons
DEPARTMENT HEAD (PRINTED NAME)

James H. Ammons
SIGNATURE

Linda B. Roberson
PRIMARY PROGRAM ADMINISTRATOR
(PRINTED NAME)

Linda Roberson
SIGNATURE

Benjamin Pugh
SECONDARY PROGRAM ADMINISTRATOR
(PRINTED NAME)

B. Pugh
SIGNATURE

October 1, 2018
Date

Attachment B

16. POLICY ACKNOWLEDGEMENT

The Department Head and Agency Program Administrators, by signing this State Liability Travel Card and CBA Policy dated 10/01/2018, acknowledge and accept responsibilities in the administration of this program as outlined herein. A signed copy of this acknowledgement must be submitted to Office of State Travel.

Southern University Agricultural Research and Extension

AGENCY

Bobby R. Phills

DEPARTMENT HEAD (PRINTED NAME)


SIGNATURE

Annette Tolliver

PRIMARY PROGRAM ADMINISTRATOR
(PRINTED NAME)


SIGNATURE

SECONDARY PROGRAM ADMINISTRATOR
(PRINTED NAME)

SIGNATURE

10/01/2018

Date

'18 OCT 9 AM 10:26

Attachment C

16. POLICY ACKNOWLEDGEMENT

The Department Head and Agency Program Administrators, by signing this State Liability Travel Card and CBA Policy dated October 1, 2018 acknowledge and accept responsibilities in the administration of this program as outlined herein. A signed copy of this acknowledgement must be submitted to Office of State Travel.

Southern University System – President’s Office
AGENCY

Flandus McClinton
DEPARTMENT HEAD (PRINTED NAME)


SIGNATURE

Kimberly Knighton
PRIMARY PROGRAM ADMINISTRATOR
(PRINTED NAME)


SIGNATURE

Barbara Robertson
SECONDARY PROGRAM ADMINISTRATOR
(PRINTED NAME)


SIGNATURE

October 1, 2018
Date

Attachment D

16. POLICY ACKNOWLEDGEMENT

The Department Head and Agency Program Administrators, by signing this State Liability Travel Card and CBA Policy dated 10/01/2018, acknowledge and accept responsibilities in the administration of this program as outlined herein. A signed copy of this acknowledgement must be submitted to Office of State Travel.

SU Law Center
AGENCY

John Pierre
DEPARTMENT HEAD (PRINTED NAME)

John Pierre
SIGNATURE

Paula Matthews
PRIMARY PROGRAM ADMINISTRATOR
(PRINTED NAME)

Paula Matt
SIGNATURE

Lois Alden
SECONDARY PROGRAM ADMINISTRATOR
(PRINTED NAME)

Lois Alden
SIGNATURE

10/1/18
Date

Attachment E

16. POLICY ACKNOWLEDGEMENT

The Department Head and Agency Program Administrators, by signing this State Liability Travel Card and CBA Policy dated October 1, 2018, acknowledge and accept responsibilities in the administration of this program as outlined herein. A signed copy of this acknowledgement must be submitted to Office of State Travel.

SOUTHERN UNIVERSITY AT NEW ORLEANS
AGENCY

DR. LISA-MIMS DEVEZIN, CHANCELLOR
DEPARTMENT HEAD (PRINTED NAME)


SIGNATURE

MS. HAZEL C. PITTS
PRIMARY PROGRAM ADMINISTRATOR
(PRINTED NAME)


SIGNATURE

MS. SHANNON WILLIAMS
SECONDARY PROGRAM ADMINISTRATOR
(PRINTED NAME)


SIGNATURE

MRS. SHAWN CHARLES
SECONDARY PROGRAM ADMINISTRATOR
(PRINTED NAME)

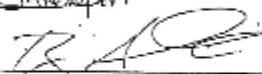

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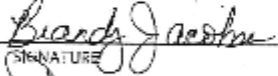
October 1, 2018


Date

Attachment F
16. POLICY ACKNOWLEDGEMENT

The Department Head and Agency Program Administrators, by signing this State Liability Travel Card and CBA Policy dated 10/6/2018 acknowledge and accept responsibilities in the administration of this program as outlined herein. A signed copy of this acknowledgement must be submitted to Office of State Travel.

Southern University Shreveport
AGENCY
Rodney A. Ellis 
DEPARTMENT HEAD (PRINTED NAME) SIGNATURE

Brandy Jacobson 
PRIMARY PROGRAM ADMINISTRATOR (PRINTED NAME) SIGNATURE

Sophia Lee 
SECONDARY PROGRAM ADMINISTRATOR SIGNATURE

10/6/2018
Date

17. TRAVEL CARD PROGRAM AUDITING REPORTS

AT A MINIMUM, RUN THE FOLLOWING REPORTS MONTHLY:

REPORT NAME	USED FOR...	REPORT SHOULD PRODUCE...	SYSTEM...
ACTIVITY IN CLOSED / SUSPENDED ACCOUNT	The Rule is designed to display transactions that occur in closed or suspended accounts (includes lost or stolen card accounts).	This report would show any charges that was posted after a card was cancelled or suspended. Should be reviewed to ensure that all transactions are valid. At this point the Close/Suspended date does not show, however, this change is in the near future.	INTELLINK "RULES"
AIRLINE INCIDENTALS – (Less than \$25, \$50, \$75, & \$100)	Transactions with Airlines which potentially could be for incidentals and/or baggage fees, which are not allowed by State Policy.	Possible airline incidentals, baggage fees, and/or excess/overweight baggage fees which are not allowed by State Policy, unless approval has been received and all results must be documented accordingly.	INTELLINK "RULES"
HOTEL INCIDENTALS	Transactions for potential hotel Incidentals which are not allowed in State Policy. Report is capturing purchases under \$50. Please note that this report may not be complete, as not all hotel merchants report line item details.	This would show possible transactions for hotel incidentals charged to the purchasing card with a value of \$50 or less. Incidentals are not allowed as per the State's policy, unless approvals are obtained and all results must be documented accordingly. Please note that this report may not be complete as not all hotel merchants report line item details.	INTELLINK "RULES"
NON_CONTRACTED CAR RENTAL COMPANY RULE	Transactions for non-contracted car rental companies. Does not include Enterprise, National or Hertz. Monitored as to why cardholder is using car rental companies other than those on mandated contracts.	This report would show all rentals which were contracted through a rental company other than Enterprise, National or Hertz, which are our mandated contracted vendors and all results must be documented accordingly.	INTELLINK "RULES"

REPORT NAME	USED FOR...	REPORT SHOULD PRODUCE...	SYSTEM...
SINGLE TRANSACTIONS EXCEEDING \$5000	Transactions exceeding \$5,000 should be monitored as they are not allowed in the State Policy without prior approval. Need to ensure proper approval was obtained from Office of State Travel to allow any of these purchases.	This is single transactions which are over \$5,000, which is not allowed in the State's policy. All purchases should be reviewed to ensure that proper approval was obtained and all results must be documented accordingly.	INTELLINK "RULES"
ALLOWED MCCs _ FOOD AND ALCOHOL	MCCs which may be opened but should be monitored. Includes food and alcohol Merchants/purchases. Should be reviewed with special attention to MCC groups, 5813, 5921. Need to ensure proper approval was obtained from Office of State Travel to allow any of these purchases.	Purchases which may not be allowed / necessary for business purposes. These should be reviewed for possible personal travel, which is not allowed unless prior approval has been obtained from Office of State Travel for these type purchases. Also should be auditing that alcohol is not being purchased unless justified, approved. All results must be documented accordingly.	INTELLINK "RULES"
DECLINE REPORT	The report shows declined attempts for cardholders which are trying to use the purchasing card for purchases and/or with vendors which are not allowed.	This report, located in BOA WORKS system, will show when a cardholder attempts to purchase an item or purchase from a vendor which is not allowed /blocked. This report to be used to ensure cardholder justifies why the purchase was attempted and the agency, depending on the cardholder's response, all results must be handle and documented accordingly.	BOA WORKS REPORTING SYSTEM
CARD STATUS REPORT	The report shows the status of each card by listing the cardholders name, profile, single transaction limit.	This report, located in BOA WORKS system, will show the status of each card by listing the cardholders name, profile, single transaction limit. You should be able to verify that each cardholder has been	BOA WORKS REPORTING SYSTEM

REPORT NAME	USED FOR...	REPORT SHOULD PRODUCE...	SYSTEM...
		assigned the correct profile and all limits are correct.	

ADDITIONAL REPORTS AS ADDED VALUE FOR COMPLIANCE MONITORING. IT IS STRONGLY RECOMMENDED THAT THESE REPORTS BE RAN AT LEAST EVERY OTHER MONTH.

REPORT NAME	USED FOR...	REPORT SHOULD PRODUCE...	SYSTEM...
WEEKEND PURCHASE ACTIVITY	The Rule is designed to display transactions that occurred on weekends (Saturday / Sunday)	This would show transactions which were purchased, not posted, on a weekend. All transactions should be reviewed to ensure that transactions are business related. All results must be documented accordingly. Report will be made available in September, 2013	INTELLINK "RULES"
HOLIDAY PURCHASE ACTIVITY	The Rule is designed to display transactions that occurred on State holidays	This would show transactions which were purchased on a state declared holiday. All transactions should be reviewed to ensure that transactions are business related. All results must be documented accordingly.	INTELLINK "RULES"
PREMIUM CLASS AIRFARE	The rule returns airline tickets (including itinerary if available) based on any segment of travel being in a premium class service cabin. Premium class could be first class or business class.	THIS REPORT ONLY SHOWS FIRST AND BUSINESS CLASS PURCHASES. (EXCEPT SOUTHWEST WHICH SHOULD BE SORTED AND REMOVED FROM REPORT). It should be used to determine why a traveler has purchased business class or first class airfare. All results must be documented accordingly. First class is not allowed and business is allowed only under certain circumstances. The class may only be viewed by clicking "detail" options by each transaction. For complete, "exported" list of class booked, see Intellink	INTELLINK "RULES"

REPORT NAME	USED FOR...	REPORT SHOULD PRODUCE...	SYSTEM...
		Reporting, Premium Class Airfare Report	
RESTRICTED MCCs	Restricted MCCs. Transactions for Merchant Category Codes restricted by the State's Policy. Need to ensure proper approval was obtained from Office of State Travel to allow any of these purchases.	All MMCs listed in this report is restricted in the State's policy, therefore, all purchases should be checked to ensure that proper approval was obtained. All results must be documented accordingly.	INTELLINK "RULES"
INTELLINK "RULES"			INTELLINK "RULES"
FUEL PURCHASES, HIGH GRADE	Purchase of High Grades of Fuel should be monitored to determine why the employee is purchasing this higher grade fuel, instead of regular unleaded as advised and which is more cost effective for your agency.	THIS REPORT ONLY SHOWS HIGH GRADE FUEL PURCHASES. It should be used to determine why a cardholder is purchasing high grades of fuel instead of regular unleaded which is advised in PPM49 and results in cost savings for your agency. All results must be documented accordingly. Grade may only be viewed by clicking "detail" options next to each transaction. For complete, "exported" list of fuel grades purchased, see Intellink Reporting, Fuel Type Summary Report	INTELLINK "RULES"
TRANSACTIONS FROM A SINGLE CARDHOLDER WITH A SINGLE VENDOR	This Rule is designed to display transactions where the cardholder is the only one transacting with a single merchant.	This report shows purchases from a vendor in which only one cardholder in your agency is purchasing from.	INTELLINK "RULES"
PREMIUM CLASS AIRFARE REPORT	Premium Class Airfare Report	This report shows who purchased either business or first class rate airfare, which is not allowed without prior approval of the Commissioner of Administration This would show transactions which were purchased, not posted, on a weekend. All transactions should be reviewed to ensure	INTELLINK "REPORTING"

REPORT NAME	USED FOR...	REPORT SHOULD PRODUCE...	SYSTEM...
		that transactions are business related. All results must be documented accordingly.	
FUEL TYPE SUMMARY	Fuel Type Summary by Card Account Report	This report combines all fuel purchases along with the type of fuel for each purchase. This should be monitored to ensure that excessive amounts of fuel is not being charged to the purchasing card instead of using the statewide fuel contract. It should also be monitored to ensure that only regular unleaded, and diesel, if applicable ¹ is being purchased and not the higher cost grades of fuel This would show transactions which were purchased, not posted, on a weekend. All transactions should be reviewed to ensure that transactions are business related. All results must be documented accordingly. This report will be available in September, 2013.	INTELLINK "REPORTING"
CONTRACTED CAR RENTAL COMPANY RULE	Transactions for Contracted Car Rental Companies which includes Enterprise, National and Hertz	This report may be used if agency is needing to capture rental car usage on purchase card.	INTELLINK "RULES"
SPEND BY TOP 50 MERCHANTS	Spend By Top 50 Merchants	This report will show your agency's top 50 merchants for a given period of time	INTELLINK "REPORTING"
SPEND SUMMARY BYMCC	Spend Summary by Merchant Category Code report	This report will show your agency's spend for a statement period by Merchant Category Codes (MCC's)	INTELLINK "REPORTING"
WEEKEND PURCHASE ACTIVITY REPORT	The Report is designed to display transactions that occurred on weekends (Saturday/Sunday).	This report will show all purchases which were made on a weekend - the report is based on purchase date and not the postdate This would show transactions which were purchased, not posted, on a weekend. All transactions should be reviewed to ensure that transactions are business related and all results must be	INTELLINK "REPORTING"

REPORT NAME	USED FOR...	REPORT SHOULD PRODUCE...	SYSTEM...
		documented accordingly. Report will be available in September, 2013	

ATTACHMENT G

SU System (Includes System Office, Board of Supervisor/Office and all SU Campuses)
STATE LIABILITY TRAVEL CARD/CBA PROGRAM
CARDHOLDER ENROLLMENT FORM

SOUTHERN UNIVERSITY - _____
(PRINT NAME OF CAMPUS OR AGENCY ABOVE)

REVISED 10/2018

- NEW or REACTIVATION # _____ (last 8 digits only)
- CHANGE - CARDHOLDER ACCOUNT # _____ (last 8 digits only)
- DELETE - CARDHOLDER ACCOUNT # _____ (last 8 digits only)

Section I: To be completed by Cardholder/Approver:

Cardholder Name: _____ (maximum of 26 spaces)

Cardholder Signature: _____

Agency: _____/Department/Section: _____
(Please place campus name above.)

Statement Billing Address: _____

NOTE: Must be on campus address _____

City, State, & Zip: _____

Phone #: _____ E-mail Address: _____
Must be on campus address (Must be on campus email address.)

Supervisor/Approver Signature: _____

Section Two: To be completed by Office of Agency Head or Designee and the Program Administrator at your SU Agency only:

Overall Card Limit: _____ Single Transaction Limit: _____ (Max \$5000)

Spending Limit per Cycle: _____

ACCOUNTING CODE: _____

HIERARCHY: _____
Select appropriate group name from list provided by State Travel

APPROVED BY: _____ DATE: _____
Agency Head or Designee

Retrieval of the Travel Card must be done upon termination of an employee to avoid unauthorized purchases and returned to the Travel Card Program Administrator at your SU Agency.

Note: This form is to be completed by the cardholder, approved by the supervisor/approver and Chancellor/Agency Head or Designee. This completed form and the following completed forms (Copy of Travel Card Certification; Original TCard Holder Agreement Form and Original TCard Approver Agreement Form) must be hand deliver to the Program Administrator at your SU Agency. Once all completed forms have been received and processing has been completed your card will be activated for usage or if you are a new cardholder your card will be ordered. All cardholders will be contacted to pick up their card.

Verification of TCard Enrollment Form documentation received by Program Administrator:

Signature Date

Date Application processed by Program Administrator and Travel Card ordered (New Cardholder Only): _____
Date

Please sign to verify receipt of Travel Card (Cardholder Only): _____
Signature Date



TCARD MISSING RECEIPT FORM

CERTIFICATION OF UNAVAILABLE DOCUMENTATION

This form should be completed for any Travel Card transaction that does NOT have documentation from the merchant. This should be provided to Reviewer as part of your monthly reconciliation paperwork. This form is not to be used more than two instances within the fiscal year. This is strictly enforced.

Cardholder Name/Telephone Number: _____
Department Name: _____

Merchant Name: _____
Transaction Date (mm/dd/yyyy): _____
Transaction Amount (Total Cost) \$ _____

Description	Quantity	Cost Per Item	Total Cost per Line
_____	_____	\$ _____	\$ _____
_____	_____	\$ _____	\$ _____
_____	_____	\$ _____	\$ _____

(Add an additional sheet if necessary)

REASON ORIGINAL DOCUMENTATION IS NOT AVAILABLE

CARDHOLDER CERTIFICATION SIGNATURE

I attest that the information provided is a true and accurate description of the details of the purchase. I confirm that every attempt to obtain a duplicate receipt by contacting the vendor has been made, but has been unsuccessful. I also certify the following:

- All items purchased on this T-Card transaction were for (agency name) use. No personal purchases were made.
- The Cardholder will not seek reimbursement from the (agency name) in any other manner for this transaction.
- Original documentation is not in Cardholder's possession for the reasons stated above.
- Cardholder acknowledges that repeated lack of documentation could result in revocation of their Travel Card.

Cardholder Name: _____ Date: _____
Signature: _____

SUPERVISOR/APPROVER/REVIEWER:

I have accepted the cardholder's explanation of the loss and inability to obtain a duplicate receipt; therefore, I am authorizing payment of the receipt or invoice in light of the circumstances involved.

Supervisor/APPROVER/REVIEWER Signature: _____ Date: _____
Print Name _____

CERTIFICATION

State of Louisiana
Parish of East Baton Rouge

I, _____, do solemnly swear that I lost the above referenced receipt that I received for a legitimate university purchase, I further certify that the above information is a true and correct statement to the best of my knowledge and belief.

Affiant