

## Agency Travel Card Checklist

### 1) Card Activation

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

### 2) Cardholder Responsibilities

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

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

#### (1) Airfare –

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

#### (2) Hotel –

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

#### (3) Car Rental

- (a) The [contract car rental](#) listed below are required when using State funds but should be used with local funds because of the excellent rates which include the required liability insurance:
  - (i) Texas AgriLife Research
    - 1. Avis – F999556
    - 2. Enterprise – TX556
    - 3. National – TX556
  - (ii) Texas AgriLife Extension Service
    - 1. Avis – F999555
    - 2. Enterprise – TX555
    - 3. National – TX555
  - (iii) Texas Veterinary Medical Diagnostic Laboratory
    - 1. Avis – F999557
    - 2. Enterprise – TX557
    - 3. National – TX557

#### (4) Restaurants –

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

#### (5) Parking and Incidentals –

- (a) All receipts are required, however if a receipt is not available submit the Documentation in Lieu of Receipt Form

### 4) Protect the card and card number at all times to prevent unauthorized use.

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

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