

State Issued Travel Card and Traveling on State Appropriated Funds

The Texas Administrative Code (TAC) Section 20.413 directs the use of a state issued travel card for all travel expenditures using State appropriated funds, (E&G, PHF, HEAF which are Funds beginning with 10,11,12,9D, 9E, 9F).

Beginning January 1, 2018, all TTUHSC Employees should use the state issued travel card to purchase travel services when traveling on state funds. Travel services for airfare shall be charged to the state travel credit cards. Travel services for lodging, rental vehicles and other necessary travel expense shall be charged to the state issued travel card, when feasible.

A TTUHSC employee who expects to travel on official state business using State appropriated funds should apply for a state travel card (OP 79.11). Instructions outlining the application process can be found at the [Travel Documents and Links](#) page under Citibank Travel Card.

To meet the requirements of TAC Section 20.413, employees who are denied a travel card or who have their travel card suspended or canceled due to misuse or delinquency, and the traveler is required to use state funds, will be instructed to use the state contracted travel agent [National Travel Systems \(NTS\)](#) when traveling on official state business.

Contact the TTUHSC Travel Office concerning questions about obtaining/using a state issued travel card or use of the contracted state travel agency.

References:

[The State of Texas Travel Management Program](#)

[TAC Rule 20.413](#)

[TexTravel](#)

[Information on State Travel Agency – National Travel Systems \(NTS\)](#)

TTUHSC Operating Policies:

[OP 79.06 Reimbursements of Travel Expenses](#)

[OP 79.11 Use of State Travel Credit Card](#)