



Travel Update

from TTUHSC Travel

February 3, 2017

Use of State-Issued Travel Card

The State of Texas Citi Travel Card is to be used for State of Texas business -related travel charges **only** and **is not for personal use**.

[TTHSC OP 79.11](#) states “Use of the Card for charges other than official state business travel is a direct violation of the State’s contract with Citibank, [Texas Ethics Commission Advisory Opinion No. 147](#), and the State Travel Management Program [Title 34 TAC 20.308](#) and therefore, a misapplication of the state issued card. Misuse of the card may result in disciplinary action up to, and including termination”.

Each person with a state Travel Card signed an agreement acknowledging their understanding that the Travel Card can only be used for TTUHSC business related travel charges and that misuse of the card may be reflected in their performance evaluation and personnel file.

Texas Ethics Commission Advisory Opinion No. 147 states that use of the Travel Card for other than a business expense is a misapplication of state property and may violate section [39.01 of the Texas Penal Code](#).

The TTUHSC Travel Office reviews expense data provided by Citi and will suspend cards used for non-business related charges. Employees whose card has been suspended will not be eligible for travel advances.

We welcome your feedback!

Please email your questions or suggestions to: Travel@ttuhsc.edu