

# Hot Topics

*from Business Affairs*

November 2021



## DON'T MESS WITH THE TEXAS TRAVEL CARD

The State of Texas Citi Travel Card (Travel Card) is to be used **only** for official state business expenditures while traveling and is **not for personal use**. The use of the Travel Card for any type of expense other than a state business expense is a misapplication of state property and a violation of state law.

Before receiving a state Travel Card, employees sign 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. The Travel Office will suspend an employee's Travel Card if they discover non-business related charges on the card. Employees with a suspended Travel Card will not be eligible for travel advances, and cannot utilize the BTA process for travel expenses. Use of the Travel Card by an employee for personal business is a violation of state policy, and the employee will be subject to corrective action, up to and including termination.

Allowable expenditures include, but are not limited to, meal and lodging, transportation, mileage, and incidental expenses such as toll charges, parking charges or currency exchange fees associated with official business travel. Supporting documentation must be sufficient to detail the expenses claimed.

For further information about appropriate use of a Travel Card, review [HSC OP 79.11](#), [Texas Ethics Commission Advisory Opinion No. 147](#), State Travel Management Program [Title 34 TAC 20.308](#) and section [39.01 of the Texas Penal Code](#).

For questions, contact the Travel Office at [Travel@ttuhsc.edu](mailto:Travel@ttuhsc.edu).

