



TTUHSC TRAVEL CARD BASICS

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- ❖ TTUHSC employees who are expected to travel for official TTUHSC business must apply for a state issued travel card. Employees must understand [HSC OP 79.11, Use of State Travel Credit Card](#), understand and sign the [Travel Card Use Agreement Form](#), obtain supervisory approval and submit form to the TTUHSC Travel Office. TTUHSC Travel Card policies are based on [Texas Administrative Code, Title 34, Part 1, Chapter 20, Subchapter F, Rule 20.308](#).
- ❖ The travel card can only be used for TTUHSC business-related travel and is not for personal use. Misuse of the card may result in disciplinary action up to, and including termination.
- ❖ The employee is responsible to pay all charges resulting from the use of the travel card. TTUHSC is not responsible for charges for nonpayment by the employee.
- ❖ Citibank will suspend or cancel the travel card if balances are not paid in a timely manner.
- ❖ The TTUHSC Travel office may suspend or terminate the travel card if it is used for prohibited personal use.
- ❖ If the travel card is suspended or canceled for misuse or nonpayment, the employee is not eligible for travel advances or use of the corporate BTA card.
- ❖ If the employee terminates employment with TTUHSC, the department has the obligation to reclaim the travel card, destroy the card and notify the TTUHSC Travel Office.
- ❖ TTUHSC reserves the rights to interpret, change, modify, amend or rescind the Travel Card policy in whole, or in part, at any time without prior notice or the consent of the employee.

More information? Go to [TTUHSC Travel Home](#).

Questions? Contact travel@ttuhsc.edu.