

TIPS

from Business Affairs



TEXAS TECH UNIVERSITY
HEALTH SCIENCES CENTER™

Use of State Issued Travel Card

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

[HSC OP 79.11, Use Of State Travel Credit Card](#), states "Use of the Card for charges other than official state business travel is a direct violation of the State's contract with Citibank, Ethics Commission Advisory Opinion No. 147, and the State Travel Management Program [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, [HSC OP 79.11 Attachment A, Travel Card Use 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 Citibank and will suspend cards used for non-business related charges. An employee whose card has been suspended will not be eligible for travel advances.

If you have questions, contact the TTUHSC Travel Office at Travel@ttuhsc.edu.

