

## University/Agency Travel Card Checklist

### Card Activation

Call the Citibank customer service number on the back of your card.

Citibank will require a 4 digit PIN which is the last four (4) digits of your UIN and an activation password which is your full UIN.

When activating a Chip & Pin Card you will be required to establish a four (4) digit pin that will be used when using your card.

**NOTE:** When using the card for the first time at a manned Chip & Pin terminal, your pin will not be required. Your pin will be required on subsequent purchases when using a Chip & Pin terminal.

***If you are receiving a replacement travel card, be sure to verify the card number and update the expiration date in Concur.***

### Cardholder Responsibilities

The cardholder is responsible for the security of the card at all times.

Only business related travel expenses are allowed. No personal expenses may be charged to the travel card.

**The University/Agency Travel Card may be used for Airfare, Car Rental, Conference Registrations, Hotel, Restaurants, Parking and Incidental expenses:**

#### Airfare –

Economy fare only unless prior approval from Department Head or Dean.

Approval documentation must be attached to the expense report in Concur.

If purchasing airfare using State Funds, it must be purchased on the University/Agency Travel Card.

#### Car Rental –

Texas A&M University System has contracted with the rental agencies listed below. Rentals should be made using these vendors whenever possible.

**Avis**

**Hertz**

**Enterprise**

**National**

When using rental agency, the traveler must submit a [Texas Motor Vehicle Rental Tax Exemption Form](#) upon picking up the rental car.

#### Conference Registration –

Are allowed on both local and state funds.

#### Hotel –

No personal charges, including phone, internet and entertainment (games, movies, etc.).

When using State Funds, you must use a [contract hotel](#) unless there is a cost savings to the University/Agency, or unless it meets one of the valid exceptions.

When traveling in state, the traveler must submit a [Texas Hotel Occupancy Tax Exempt Form](#) upon checking into the hotel.

You should also present [Texas State Sales and Use Tax Exemption Form](#) when making other purchases at the hotel, such as internet charges for business use or parking.

**See Reverse for More Information**

**Parking and Incidentals –**

Must be on local funds only.

**Restaurants –**

Itemized receipts are no longer required for individual meals. An itemized receipt will be required if any one meal is more than \$75.00.

If travel is within the state of Texas a [Texas State Sales and Use Tax Exemption Form](#) is required to be submitted prior to ordering for **Business Meals Only**. Individual meals purchased while in travel status are not exempt from Texas State Sales Tax.

Meals are not allowed on State Funded accounts, unless the meal is at your hotel. Meals not eaten at the hotel and charged to the card must be [on local funds only](#).

For current receipt requirements, see [Travel Receipt Requirements](#).

**Protect the card and card number at all times to prevent unauthorized use.**

**Immediately notify Citibank at (800)248-4553 or (800) 790-7206 and the program coordinator if the card is lost or stolen. If outside the US, call collect to (904)954-7314.**

**Dispute charges when having problems with vendors for non-receipt of services or products within 60 days of the statement date in which the transaction appears.**

**FRAUD – Charges considered fraudulent should be reported to Citibank immediately by calling the number on the back of the card. Citibank will send an Affidavit of Unauthorized Use form by email to the cardholder. If transactions actually post to the card, the Affidavit must be returned to Citibank within 60 days of the statement date in which the transaction appears.**