

# FAYETTEVILLE STATE UNIVERSITY

## TRAVEL CARDS

<b>Authority:</b>	Issued by the Chancellor. Changes or exceptions to administrative policies issued by the Chancellor may only be made by the Chancellor.
<b>Category:</b>	Financial and Business Affairs
<b>Applies to:</b>	<ul style="list-style-type: none"> <li>● Administrators</li> <li>● Faculty</li> <li>● Staff</li> </ul>
<b>History:</b>	Approved – March 10, 2025
<b>Related Policies/ Regulations/Statutes:</b>	Accounts Payable/Travel Regulation on University Procurement and Purchasing Card Programs [UNC Policy #1300.7.2[R]]
<b>Contact for Info:</b>	Travel Card (T-Card) Administrator 910-672-1091 Chief Procurement Officer 910-672-1356

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### I. PURPOSE

Fayetteville State University's (University) Travel Card (T-Card) program provides permanent employees with a credit card to be used for approved University business travel expenses. The purpose of this policy (Policy) is to provide information and guidance to members of the University community on the T-Card program and the appropriated use of T-Cards.

### II. AUTHORIZATION, DEACTIVATION, AND MISUSE

T-Cards may be authorized for permanent employees who travel on behalf of the University on a recurring basis. For special circumstances, an exception to this requirement may be granted by the Chief Procurement Officer or the Chief Procurement Officer's designee. Such exceptions must be documented in writing by the Chief Procurement Officer or the Chief Procurement Officer's designee.

#### A. Application and Agreement

A T-Card may be issued to an eligible University employee upon approval by the employee's direct supervisor, University senior management, and the Chief Procurement Officer. Prior to issuance and usage of a T-Card, a university employee must complete a T-Card application (Application), a T-Card training session, and a T-Card holder agreement. The T-Cardholder agreement (Agreement) outlines the terms and conditions related to T-Card authorization and usage. All forms are accessible on the University's website under *Travel*. Completed forms must be returned to the University's T-Card Administrator for processing.

Failure to uphold the terms and conditions of the Agreement will result in the revocation

of an issued T-Card. Such failure may also result in disciplinary action, potentially including termination of employment and criminal prosecution, as well as direct repayment or potential paycheck withholding equal to any unauthorized T-Card charges made by the employee.

**B. Deactivation**

T-Cards shall be deactivated for T-Card holders who no longer meet the requirements of this Policy, their Agreement, OSBM policy, or applicable state law. Additionally, to protect the security of the T-Card program, any T-Card that has not been used for a minimum of twelve (12) months shall be automatically deactivated.

**C. Misuse**

Misuse of a T-Card, including but not limited to violation of this Policy, applicable state law, or failure to adhere to the terms and conditions of the cardholder agreement, may result in the suspension or revocation of the T-Card. A suspension will result in the loss of the T-Cardholder's privileges during the period of the suspension, which may be for a period of 30 days or more. A revocation will result in the permanent cancellation of the T-Card, and the T-Cardholder will not be eligible to receive another T-Card in the future.

Dependent on the violation(s), a T-Cardholder whose card is suspended or revoked may be subject to disciplinary action up to and including termination, and possible filing of criminal charges. In addition, as a condition for use of the T-Card, an employee who is issued a T-Card agrees that the University may direct repayment or withhold from the employee's paycheck an amount equal to any unauthorized T-Card charges made by the employee.

**III. T-CARDHOLDER RESPONSIBILITIES**

The University places significant trust in University employees to utilize University resources solely in the best interests of the University. Thus, all purchases on a T-Card shall be strictly for official University business. As such, it is expected that University employees authorized to use a T-Card will do so in compliance with this Policy, applicable state law, and existing Office of State Budget and Management (OSBM) travel policies.

**A. Authorized User**

Usage of the T-Card shall be restricted to the authorized T-Cardholder. The T-Card shall include the University's name, T-Cardholder's name on the back of the card, the State seal or the University logo, and indicate the T-Card is for official use only. The authorized T-Cardholder shall not allow anyone to use the assigned T-Card. An exception to this requirement may be granted by the Chief Procurement Officer or the Chief Procurement Officer's designee. Such an exception must be documented in writing by the Chief Procurement Officer or the Chief Procurement Officer's designee.

The T-Cardholder is responsible for ensuring that the University's Travel Department is aware of any changes in the T-Cardholder's personal information (e.g., address, telephone number, project/grant). Any such changes shall be immediately provided in writing to the T-Card Administrator at [travel@uncfsu.edu](mailto:travel@uncfsu.edu).

**B. Transaction Limits**

Transaction limits shall be established by the Chief Procurement Officer in accordance with applicable law or policy. Transaction limits for each T-Card shall not exceed \$2,500 per transaction and \$15,000 per month unless an exception is approved, in writing, by the Chief Procurement Officer or the Chief Procurement Officer's designee.

T-Cardholders are responsible for verifying that the total transaction amount does not exceed approved T-Card transaction limits.

**C. Itemized Receipts**

The T-Cardholder shall be responsible for ensuring that an itemized receipt for the travel-related purchase is received in a timely manner and that the business purpose is documented to support the travel-related purchase.

**D. T-Card Surrender**

T-Cards remain the property of the University and must be surrendered immediately upon termination of a T-Cardholder's University employment, the transfer of the T-Cardholder to another University unit, or upon the request of the T-Cardholder's supervisor or the Chief Procurement Officer.

**E. Reconciliations**

It is the responsibility of the T-Cardholder or the T-Cardholder's designated reconciler to ensure that the T-Cardholder's transactions are reconciled and approved in the University's travel system no later than the 15<sup>th</sup> of the month. The reconciliation of charges to a Travel Expense Report in Chrome River is required and essential for the success of the program. Failure to reconcile transactions may result in the suspension of the T-Card until the reconciliation is completed.

**F. Vendor Transactions**

If a T-Cardholder believes that a transaction is invalid or erroneous, the T-Cardholder should immediately contact the vendor regarding the transaction. If the T-Cardholder is unable to remedy the dispute with a vendor, the T-Cardholder shall contact the University's T-Card Administrator at [travel@uncfsu.edu](mailto:travel@uncfsu.edu) for assistance.

**IV. T-CARD PROGRAM PERSONNEL**

The Chancellor has designated the following positions to administer and monitor the T-Card program. Rebates received by the University as a result of T-Card activity shall be prioritized to support staffing costs associated with the University's T-Card program. The following University personnel shall be responsible for overseeing the T-Card program.

**A. T-Card Administrator**

The T-Card Administrator shall be appointed by the Vice Chancellor for Business and Finance as the University's T-Card Administrator responsible for implementing the T-Card program, the requirements of this Policy, the UNC System regulation, and state law.

The T-Card Administrator's duties and responsibilities, shall include but not be limited to the following:

- Receiving and reviewing T-Cardholder applications;
- Reviewing transaction limit exceptions for disposition by the Chief Procurement Officer or his or her designee;
- Ensuring transaction limit and merchant category code controls are activated;
- Reviewing payments of monthly T-Card bills;
- Enforcing the terms and conditions of the T-Cardholder's Agreement; and
- Ensuring T-Cards are deactivated for T-Cardholders who are no longer eligible to participate in the T-Card program.

**B. Department Reconciler**

A responsible employee in the T-Cardholder's department or the T-Cardholder shall be designated as the assigned reconciler (Reconciler) for the T-Cardholder on the T-Card application form. The Reconciler is responsible for reviewing and reconciling the T-Cardholder's transactions in the card management system no later than 5 business days from the date of transaction.

The Reconciler's responsibilities shall include, but not be limited to the following:

1. Ensure they have received supporting documentation with documented business purpose for each purchase, each purchase has been made pursuant to this policy and state law, and that any discrepancies are pursued immediately.
2. Discrepancies reviewed by staff may include but are not limited to failure to receive the goods or services purchased, fraud or misuse, altered charges, duplicate charges, and incorrect amounts.

**C. Department Approver**

The T-Cardholder's direct supervisor (Approver) shall be responsible for reviewing and approving all T-Card transactions in the card management system no later than five (5) business days from the date of the reconciler's submission for approval.

The Approver shall review all supporting documentation for each purchase and ensure that each purchase is in compliance with this Policy. Additionally, the Approver shall ensure that no discrepancies exist prior to approving a purchase. If a discrepancy exists, the Approver shall analyze the transaction to determine the cause of the discrepancy and correct the matter.

**V. TRAINING**

All T-Cardholders, Reconcilers, and Approvers are required to complete T-Card training each year. Failure to complete the designated annual training will result in the revocation of the T-Card assigned to the T-Cardholder.

## **VI. AUDIT OVERSIGHT**

On at least an annual basis, the University's Director of Internal Audit (Director) shall evaluate the University's compliance with this Policy, the UNC System regulation, and state law and report the findings to the University's Board of Trustees' Legal, Audit, Risk and Compliance Committee. Inclusive of this review and report, the Director, along with the Chief Procurement Officer, shall review the University's list of active T-Cardholders.