

FINANCIAL MANAGEMENT

Policy 30801: Travel Charge Card

1.0 PURPOSE

Germanna Community College (GCC) shall comply with State Travel Regulations as found in the CAPP Manual, Topics number 20335 and 20336. Travelers using state vehicles are also subject to GCC's Vehicle Usage Policy Number 30800. This policy is to provide oversight to GCC employees for use of the GE MasterCard Travel Card for business related travel on behalf of GCC.

2.0 POLICY

Employees who travel overnight at least twice per year should be issued a GE MasterCard Travel Card. Persons interested in obtaining the card need to contact the Accounts Payable office of GCC. Employees must complete a brief application that is forwarded to GE MasterCard. Please be aware that MasterCard will conduct a credit investigation on the applicant. Cards are issued in the name of the individual and the college. Cardholders must return their cards to the Accounts Payable office prior to leaving the employment of GCC (including retirement) and/or if the cardholder is found to have violated State or GCC policy. Only reimbursable travel expenses as stated in Topic 20335 may be charged to the card.

3.0 PROCEDURES

3.1 CARDHOLDER--Travel charge cards are to be used only for reimbursable travel expenses while conducting official State business. Reimbursable travel expenses are defined in the CAPP Manual, Topic 20335.

3.1.1 Personal expenses that cannot be reasonable separated from reimbursable expenses may be charged. Such expenses must be paid from the cardholder's **personal** funds within the payment terms as specified by GE MasterCard. An example of a personal expense that cannot be reasonable separated is that portion of a meal that exceeds the State allowance.

3.1.2 GE MasterCard sends travel charge card bills to the cardholder, who is responsible for all charges. (A master bill is sent to GCC to review the status of all accounts.) Card balances must be paid by the cardholder when due. Late

fees or finance charges should be avoided. If late fees or finance charges occur, they are the responsibility of the cardholder and must be paid from **personal** funds. Cardholders may not seek reimbursement from GCC for late fees or finance charges.

3.1.3 The cardholder is responsible for submitting a Travel Expense Reimbursement Voucher to obtain reimbursement in time to pay the card bill within GE MasterCard's timeframe.

3.1.4 Noncompliance with the Travel Charge Card policies by cardholders is grounds for revocation of card privileges without alternative Travel Cash Advance privileges.

3.2 AGENCY

3.2.1 The Accounts Payable specialist shall serve as the Travel Charge Card Coordinator. This person is responsible for issuing cards to employees and for canceling and destroying returned cards of terminated employees.

3.2.2 Travel cash advances for cardholders will be limited to the minimum amount necessary for out-of-pocket expenses, not to exceed \$25 per day.

3.2.3 Travelers' supervisors and the Business Office shall promptly approve and process the cardholder's Travel Expense Reimbursement Voucher in order for the cardholder to have the funds to pay the charge card bill on time.

3.2.4 The Travel Charge Card Coordinator shall review reports on a monthly basis to ensure cardholders appear to be charging appropriate expenses and that cardholders are paying their balances timely.

4. DEFINITIONS

4.1 GCC - Germanna Community College

4.2 TRAVEL CHARGE CARD – GE MasterCard corporate card

5.0 REFERENCES

CAPP Manual, Topic Number 20335 and 20336
<http://www.state.va.us/doa/docs/proced/capp.htm>

GCC Vehicle Usage Policy Number 30800

6.0 POINT OF CONTACT

Financial Services Coordinator
Germanna Community College
540-423-9037

7.0 APPROVAL AND REVISION DATES

Reviewed and Revised by:	Suzanne Swinson September 26, 2007
Reviewed and Approved by:	President's Council October 1, 2007