

## **State of Wyoming Corporate Travel Card Guidelines** **August 2007**

### **How to Obtain a Corporate Travel Card**

State employees and state board and commission members may apply for the Corporate Travel Card. One must fill out a "Travel Card Individual Account Application," sign it, obtain the signature of the agency director to verify employment status and agency travel authorization, and return the form to the State Auditor's Office. The Auditor will then send the form to the appropriate financial institution for processing.

Go to <http://sao.state.wy.us/corptrvcrd/visainfo.htm> to obtain the VISA Travel Card individual account application.

Each agency will maintain an accountability record for all Corporate Travel Cards issued to the agency or its employees.

Upon reviewing each applicant's personal credit history, the sponsoring financial institution will either issue a Corporate Travel Card or deny credit to the applicant. Once a Corporate Travel Card is issued, cardholders' credit history will contain no traces of obtaining and/or using the credit card **UNLESS** the authorized user allows charges on the card to fall into a delinquent payment status.

### **Employee/Traveler Responsibilities**

The Corporate Travel Card will be issued in the applicant's name. The cardholder is **PERSONALLY LIABLE** for any charges made against the card and will be billed directly by the credit card company, and is responsible for paying all charges incurred on the card.

The cardholder must make full payment before the end of the second billing grace period for **ALL** charges that appear on a statement that reflect charges from a previous billing cycle. Failure to do so will result in the accrual of interest charges on the current month's billing if not paid. Once an account is current, a new extended (2 billing cycle) cycle begins.

Cardholders who habitually submit late travel payments and cardholders with accounts falling into a delinquent payment status may have their travel card suspended or canceled.

The Corporate Travel Card will be canceled upon notification by the agency to SAO that the employee is no longer with State government, or that the employee is no longer authorized to travel for the agency. If a travel card holder transfers to a new agency, notification is made to SAO, and the new agency must validate that the travel card holder is authorized to travel for that agency. If not authorized, the travel card will be canceled.

Monthly travel card usage reports are sent to each agency, giving all charges by employee. From these reports the agency is able to notify SAO which card holders are no longer with the State, or those who have transferred to a different State agency. The application form provides that the employee consents that the charges made on the Corporate Travel Card may be shared with the employer.

### **Use of the Corporate Travel Card**

All travel related expenses, including such items as common carrier charges, rental cars, hotel/motel costs, meals, and conference/seminar/training registration fees may be charged to the Corporate Travel Card.

In general, travel cards should only be used for reimbursable travel and related expenditures that are incurred while the cardholder is in travel status for the State. The travel card is not intended to provide the employee with a general use credit card. The applicant signs the application that gives acknowledgment that the credit card is to be used "For Official Business Only."

Card holders need to be aware that the information on their Corporate Travel Card, even personal expenses, could be subject to disclosure under the Public Records Act. Abuse of the purpose of the card is a reason to cancel the privilege and convenience of the travel card. This may be done on recommendation of the agency director, or by the SAO.

While cash advances are not prohibited, the cardholder is cautioned that they should relate to the purpose of official State business. Also, a cash advance fee will be charged to the account.

Use of the Corporate Travel Card does not preclude users from complying with the documentation and other requirements prescribed in these policies for travel reimbursement.

The Corporate Travel Card may not be used to circumvent purchasing procedures and policy established by the A&I Procurement Division.

### **Travel Reimbursement**

Upon completion of travel for the State, cardholders should file for and receive reimbursement for their travel expenses, and then use the money to pay off any outstanding Corporate Travel Card balances.

Travelers may seek reimbursement for qualified travel expenses by submitting a completed WOLFS-104 Travel Expense Voucher to their agency for processing.

Any question regarding these guidelines may be directed to the Internal Support Group of the SAO, LuAnn Chaffin, Administrator (777-5367).