

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 entered 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. Departments may opt to maintain the cards in a central location to be distributed at time of travel. At end of travel departments may require the card to be returned to a central location.

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 [state contracted airfare](#) it must be purchased on the University/Agency Travel Card.

Car Rental –

The [contract car rentals](#) listed below are required when using State funds, but should be used with local funds because of the excellent rates which include the required liability insurance:

Texas A&M University

Avis – F999711

Enterprise/National – UTS711

Hertz - 2045638

Texas A&M University Galveston

Avis – F999718

Enterprise/National – UTS718

Hertz – 1721091

Texas A&M University System

Avis – F999710

Enterprise/National – TX710

Hertz – 2050186

Texas A&M Health Science Center

Avis – F999709

Enterprise/National – UTS709

Hertz - 1677915

Conference Registration –

Are allowed only on local funds.

Fuel

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 found on this [form](#).

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

See Reverse for More Information

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. Some hotels may accept the exemption form and remove the taxes, however, they are not required to.

Parking and Incidentals –

Allowed only on local funded accounts.

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 only allowed on local funded accounts.

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.