

TAMUC State Travel

Card Activation

Call the Citibank customer service number on the back of your card. Citibank will require a 4-digit number 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 need to set/reset your pin you may call 877.905.1855, follow the automated prompts. If asked for the last 4 digits of your SS# it will always be the last 4 digits of your UIN.

The University/Agency Travel Card may be used for Airfare, Car Rental, Conference Registrations, Hotel, Restaurants, Parking, and Incidental expenses. Please see guidelines and restrictions below:

Airfare –

If using state funds to procure airfare, the university travel card must be used. Also, the airfare must be purchased on the [STMP Airline Contract](#) or a valid [exception](#) must be documented. If using Concur to book airfare, Concur will automatically document the [exception](#) if the airfare is lower cost to the state. If booking outside of concur, the exception must be manually documented using the [exception](#) form and attaching it to the expense report.

Car Rental –

If using state funds, it is required that the purchase of the rental car be made using the [STMP – Car Rental Contract](#) or a valid [exception](#) must be documented and attached to the expense report.

When traveling in-state the traveler must submit a [Motor Vehicle Rental Exemption Certificate](#) upon picking up the vehicle.

Please note the “four-per-care rule” and “[Rental Car vs. Mileage Reimbursement Calculator](#)”

Conference Registration –

Allowed on local and state funds with appropriate business purpose and benefit.

Fuel –

Receipt for fuel is preferred. Supporting documentation must provide the date and amount for that destination.

Parking and Incidentals –

Please obtain a receipt or time stamped photo. Supporting documentation must provide the location, purpose, amount, and date of each parking event.

Hotel –

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

Actual lodging expense not to exceed the maximum lodging reimbursement rate. The maximum lodging rate is the [GSA rate](#) for that destination city and for that month. If the destination city does not appear, then use the Standard Rate. If in the state of Texas do not use the standard [GSA rate](#), use the rate of \$85. If two employees share a hotel room, each employee is allowed up to the maximum lodging rate per employee, but limited to the actual cost of the shared room.

A traveler may voluntarily decrease meal allowance to increase lodging rate (cannot decrease lodging rate to increase meal allowance) to increase the maximum allowance for lodging.

Hotel tax is not included in the [maximum lodging allowance](#). Therefore, hotel taxes can be claimed even if it causes the daily lodging amount to be exceeded. See the examples provided in the link above.

[Texas Hotel Occupancy Tax Exemption Form](#)

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. Tips must be allocated to local funds.

If travel is within the state of Texas, a [tax exempt](#) 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. Business Meals are not allowed on state funds.

For complete list please visit:

<https://inside.tamuc.edu/facultystaffservices/traveloffice/etravelconcur/reimbursement-quick-reference.aspx>

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 the 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.

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 post date of the transaction. Contact your system member to start the dispute process or call the Citibank number listed on the back of your card.

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 post date of the transaction.