

COMMUNITY COLLEGE OF DENVER

Title: Travel Card

Guideline #: FS – 12

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References: Fiscal Rule 5-1
College Travel Guidelines

Approved By: Dr. Everette J. Freeman, President

1. PURPOSE

This guideline exists to ensure that all Community College of Denver (College) employees who are issued a State travel card understand its purpose, proper use, and the employee's individual responsibilities for possessing a travel card.

2. APPLICABILITY

This guideline applies to all College employees who are provided a state-issued travel card.

3. DEFINITIONS

- a. Travel Card – A credit card issued by Citibank directly to an employee of the College for the sole purpose of securing and paying for College travel related expenses.

4. GUIDELINES

- a. Any College employee except work study or student hourly may apply for and receive a Citibank individually billed travel card. To obtain a travel card, employees must:
- i. Complete the [State Travel Cardholder Agreement – Individual Card \(Agreement\)](#) and secure all necessary signatures.
 - ii. Complete the [Individual Card Card Agreement Cardholder Information \(FIS-1\)](#) and secure all necessary signatures.
 - iii. Submit both the completed Agreement and Application to Fiscal Services.
 - iv. Fiscal Services will process the request and provide the individual with information on completing the Citibank Travel Card Application on the Citibank website.
 - v. Citibank will mail the travel card to the traveler's address provided on the online card application.
 - vi. Receipt of a travel card typically takes a minimum of ten (10) days from the time the online application is submitted to Citibank.
- b. Travel card holders understand that:
- i. The travel card is to be used only for business purposes.
 - ii. Personal use of the travel card is strictly prohibited.

- iii. Under no circumstances should the card be used for another traveler's expenses, unless the traveler is serving in the capacity as a College chaperone (See [Student and Chaperone Travel Guidelines FS – 6](#)). In these instances, it is acceptable for the travel card holder to pay for student expenses and be reimbursed by the College.
- iv. They are personally liable for any and all charges on the travel card.
- v. They will be bound by and will comply with the requirements of the Agreement at all times.
- vi. Transactions paid for with the travel card are not tax exempt.