

State of Michigan  
Administrative Guide to State Government

## 0510.49 Travel Credit Card

Issued: September 28, 2018  
Revised:

### PURPOSE

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To prescribe the policies and procedures for the use of the state Travel Credit Card while employees are in travel status.

### APPLICATION

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Executive Branch Departments and Sub-units. This is an optional use program at the discretion of each department.

### CONTACT AGENCY

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### SUMMARY

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Travel credit cards provide a method to allow state of Michigan (SOM) employees to avoid out of pocket expenses when traveling on SOM business. The Travel Card is not to be used for airline, bus, train tickets, in-state car rentals, gas for state or personal vehicles, alcohol, or food.

### APPLICABLE FORMS/DOCUMENTS

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Cardholder Application

Department Administrator Manual

[DTMB-2117 Statewide Procurement Card Program Exemption Request](#)

[DTMB-3611 Travel Card Cardholder Agreement](#)

[DTMB-3612 Travel Card Cardholder Supervisor Agreement](#)

[DTMB-3565 Procurement Card Department Procurement Card Administrator Agreement](#)

[Standardized Travel Regulations](#)

Travel Card Cardholder Manual

Travel Card Cardholder Supervisor Manual

## PROCEDURES

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### Proper Use of Travel Card

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- Expenditures made with the Travel Card must be for state business travel only and be within the travel regulation guidelines for acceptable hotel costs and other travel costs identified as acceptable expenses. All expenses must be travel related and be incurred while in travel status. Authorized expenses include (but not limited to):
  - Taxis
  - Ride Sharing Services
  - Parking
  - Baggage
  - shuttle transportation
  - Outstate Rental Cars
  - Hotel
  - Tolls
  - Bridge Fares
- Only the SOM employee whose name appears on the face of the Travel Card is authorized to utilize the card.
- The Travel Card must not be used for:
  - Personal use
  - Food
  - Fuel in personal or state vehicle
  - Airplane, bus, or train tickets (must go through state contracted travel agency)
  - Alcohol
  - In-state Rental Cars (must go through state contract)
- Exemptions may be requested from the Statewide Procurement Card Administrator using the Statewide Procurement Card Program Exemption Request ([DTMB-2117](#)).
- All purchases for the state are eligible to be exempt from the Michigan Sales and Use Tax.

### Program Responsibilities

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#### DTMB Financial Services Statewide Administrator

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- The Statewide Procurement Card Administrator is responsible for the overall administration of the state's Travel Card Program, which includes:
  - Central point of contact on all issues of policy and procedure.

- Liaison between the bank and Department Procurement Card Administrators.
- Reconcile cycle amounts due to cycle amounts paid to the bank and resolve any differences.
- Establish profiles within the bank's web-based program.
- Communicate program updates and enhancements to Departments.
- Provide training and consulting to staff as requested.
- Determine department mandatory reports to ensure compliance with the statewide Travel Card Program.
- Review/respond to exemption request to modify accounts.
- Maintain list of accounts approved for exemption.
- Ensure that no user with administrator rights within the bank's web-based program is issued a Travel Credit card.

### **Department Card Administrator**

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- Departments must designate a Department Card Administrator as a contact person responsible for the administration of procurement and Travel Cards. The Department Administrator will serve as the liaison between the department and the Statewide Administrator. Administrators are responsible for all activities related to procurement cards within the department, which includes:
  - Understand Department Administrator role and responsibilities as described in the Department Administrative Manual.
  - Development of department policies/procedures to ensure the usage is consistent with state policies and directives.
  - Ensure that any additional department requirements for the Travel Card are not less restrictive than the statewide Travel Credit Card Administrative Guide Procedure or Manuals.
  - Ensure that a process is in place for the completion of a secondary review of all transaction reports after the supervisor review. At a minimum, the review is to be completed by running a transaction report independently from what is submitted to reviewer by cardholder/supervisor. The secondary reviewer should not be a cardholder.
  - Comply with all reporting requirements.
  - Monitor the department's compliance with the statewide Travel Card policies. When areas of non-compliance are found, determine the appropriate course of action needed to correct the non-compliance, document the action plan, and detail the corrective action(s) taken.

- Report suspected misuse to the Statewide Procurement Card Administrator. Must comply with [Section 487 of P.A. No. 431 of 1984, Section 18.1487](#).
- Ensure Department is compliant with the state's Records Retention Schedule.
- Obtain completed application, supervisor agreement form, and card holder agreement form before issuance of the Travel Card.
- Review new Travel Cards and confirm name and second line of embossing before issuance.
- Ensure only one authorized user per card.
- Ensure cards are placed in the correct Merchant Category Code group.
- Assign the payee ID, employee ID, and second line of embossing ensuring it contains the department initials.
- Maintain a current cardholder and supervisor/designated approver listing.
- Update existing cardholder accounts (e.g., new phone numbers, changes in account limits, and account closures).
- Upon notification of cardholder's departure, cancel the Travel Card immediately.
- Ensure a separation of duties between the cardholder and approver of transaction reports.
- Ensure that no user with Administrator rights within the Bank's web-based program is issued a Travel Card.
- Ensure that the Department Travel Coordinator (or designee) reviews all Travel Card transactions to prevent employee reimbursement for expenses charged on the Travel Card and compliance with all statewide and department travel regulations.

### **Cardholder's Supervisor/Delegated Approver**

- The Cardholder's Supervisor/Delegated Approver is responsible for the following activities:
  - Understand supervisor role and responsibilities as described in the Supervisor Travel Card Manual.
  - Approve the procurement card application for assigned employees if it meets a business need for the department.
  - Recommend single transaction limit and cycle limit for the application.
  - Forward completed application to the Department Card Administrator.

- Review transaction report to ensure each transaction is for an appropriate purchase, receipts match the dollars spent, and no Michigan Sales and Use Tax was charged.
- Resolve differences in transaction report and receipts provided by cardholder.
- Approve transaction report with full signature and date.
- Notify the Department Card Administrator to cancel the travel card immediately when a cardholder resigns, transfers to another department, is terminated, or if employee no longer requires a Travel Card.
- Notify the Department Card Administrator to cancel the card if an employee no longer will be traveling and in need of the card.
- Respond to Statewide Procurement Card Administrator or Department Card Administrator request for explanation of purchases.
- Notify the Department Card Administrator of any misuse of the card by the cardholder.
- Ensure employee travel reimbursements are requested and processed on a timely basis.

### **Cardholder**

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- The card is to be used when traveling on SOM business. Personal use is strictly prohibited. Cardholders should:
  - Use the card only for approved travel related expenses.
  - Ensure all purchases comply with state policies and procedures, internal department policies or procedures, the Cardholder Manual, and statewide and department travel regulations.
  - Ensure that no other individual uses the assigned card.
  - Maintain security of the account number, expiration date, personal identification number (PIN), and security code at all times.
  - Request tax exemption from a SOM vendor, providing a copy of the tax-exempt letter as requested.
  - Follow department procedures for the reconciliation and approval of card purchases.
  - Ensure each transaction on the transaction report is accurate.
  - Obtain all sales receipts and related documents. Attach all documentation to a department described transaction report with employee signature (first and last name required) and date for supervisor/delegated approver review and approval.

- Ensure credits are processed on the card account. Credits cannot be obtained by any other method, including cash, gift card, gift certificate, or store credit.
- Report lost/stolen cards or suspected fraud immediately to the bank and the Department Card Administrator.
- Return the card to the supervisor when departing state service, changing departments, or the Travel Card is no longer needed in current position.
- Ensure a merchant does not split a purchase/payment when the combined total is more than the cardholder's single transaction limit.
- Travel reimbursements must be submitted upon completion of travel.

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