

TRAVEL CREDIT CARD USE

All Credit Cards must be reserved twenty-four hours prior to expected use.

The convenience of a district credit card may be provided to Board Members and District Administrators for school business travel or for a special expense. Use of the district charge card precludes the need to carry large sums of cash and may reduce financial hardship while traveling.

Limitations on Usage

Credit Cards shall be reserved in advance and shall only be used for ordinary, reasonable, and necessary school business expenditures related to conference and travel.

Although not an all-inclusive list, prohibited usage includes the following:

- Cash withdrawals
- Automobile fuel (If a private vehicle is used, a travel claim form should be submitted for mileage.)
- Alcoholic beverages
- Personal expenses
- Lodging related expenses of in-room movie, wifi and room service charges, etc.
- Gratuities in excess of 20%
- Meal expenses in excess of daily allowances as outlined in AR 3350 Conference & Travel

NOTE: Credit card usage to purchase fuel to refill a rental car is permissible.

Procedures for the Issuance and Temporary Use of Travel Credit Cards

The Business Services Department will issue credit cards to eligible persons upon request for use for specific occasions. A control log will be maintained showing dates of issue and return, business purpose, and the name of the card user.

The card, conference and travel form, and supporting vouchers covering all purchases made with the card shall be submitted to the Business Services Department within three working days after the card user returns from a conference.

Itemized receipts or vouchers must identify exactly what was purchased (sample: lunch - \$9.25, hotel room charge - \$85.00). If charges pertain to more than one individual, the sales receipt should identify those purchases attributed to each person. The cardholder should not sign and accept a voucher that expresses generalities such as "Service

\$52.50” or “Merchandise \$2.25.” If room, meal or other authorized charges are posted to a single hotel account, the hotel invoice number must be shown on the charge receipt (a copy of the actual invoice must be attached). This is necessary for audit purposes. Each individual for which charges have been made must complete a District Credit Card – Travel Expenses Itemization Form, AR 3350.1 (a).

The card user’s own name must be signed on all receipts.

Credit Card Loss

In the event a credit card is lost or stolen, the Business Services Department must be notified immediately. The Business Services Department will then promptly advise the BankCard Center of the loss. Instructions for lost credit cards will be given to those who check out a credit card so that immediate notice can be given to the credit card company.

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(Replaces: BP 3312 Credit Card Use)
(Adopted: June 23, 1999)