

ULM STATE TRAVEL CARD/CBA INFORMATION

C. ALLOWABLE STATE LIABILITY TRAVEL CARD TRANSACTIONS

1. Airfare, but not baggage fees (except for Athletic teams due to sports equipment)
2. Contracted travel agency fees
3. Registration for conference/workshops, but not membership dues unless combined with registration fees
4. Hotel/Lodging
5. Rental vehicles (Please use the Enterprise CBA unless already traveling)
6. Parking, but only with hotel stay and combined on invoice, and Park-n-Fly at New Orleans airport (except for Athletics which has parking exceptions)
7. Internet services, but only with hotel stay and combined on invoice
8. **Gasoline for rental/state owned vehicle**, but not if agency is part of the fuel card program/contract. If in an area where the contract is not covered, then Cardholder may use the state travel card and submit receipts. Never in a personal vehicle can gasoline be purchased with a state travel card, get mileage reimbursement on travel expense.
9. **Shuttle service, but only pre-paid**, NOT for individual ground transportation such as taxi, bus, Uber, etc. These would be considered incidentals and the Cardholder should be able to be reimbursed, with receipts, upon return (submit a travel expense form).

VEHICLE RENTAL UPGRADES

- No Premium upgrades allowed per OST, or the traveler must reimburse the difference!
- It is the Traveler's responsibility to obtain approval for upgrades as soon as possible, preferably before the travel, but at the latest immediately following the return. (Upon return if changes occur at the time of departure.)
- The Index account manager must approve the upgrade, if different from the card approver. The upgrade form is available on the travel website and must be approved with a signature. Fill out and obtain approval as soon as possible upon needing an upgrade from the base rental.
- Must be an acceptable reason for an upgrade.
- It is the responsibility of the Bank of America (BOA) statement cardholder, if different from the traveler, to obtain the needed approval documentation. The Card/CBA approver is to verify approval documentation has been obtained.
- **Approval documentation must be attached to the Works transaction and submitted, along with the receipt, with the travel card or CBA account statement, and with the travel expense form, if needed.**
- Failure to obtain proper approval may result in the traveler having to reimburse the difference from the state's standard or intermediate base rental rate.

EXCEPTIONS FOR ATHLETICS ONLY (must have acceptable itemized receipts)

- Coach packets.
- Baggage fees for Athletic group/team travel ONLY, due to sports equipment.
- Group/team meals – while traveling, pre- or post-game, and recruits to campus, no individual recruit scouting trip meals. ***Must have signed roster attached to transaction in Works and submitted with statement.***
- Parking for events, in addition to hotels and airports.

MISCELLANEOUS INFORMATION

- The Cardholder **must be present** for his or her card to be used for an expense. The Cardholder **ONLY** is to use the card. Additionally, the card **CANNOT BE LOANED to anyone for any reason!** Must have Group exception to use for any other travelers, and **cardholder must be present in the travel.**
- Follow all PPM-49, State Travel Card, and Athletics Travel regulations. Exceptions must have prior approval by the Office of State Travel.
- Remember – **NO LA state tax is allowed** except for parking on hotel receipts, so check your receipts/invoices for tax before leaving the business. (LA lodging may have occupancy tax, but not state occupancy tax.)
- Billing cycle is 9th to 8th each month. Physical statements are mailed to Cardholders after that. Statements and logs, signed by Cardholder AND Approver, with original receipts/invoices and backup documentation, are due in the Controller's Office **by the 25th of the month.** After that, they are overdue and must be submitted by the 1st of the following month.
- **Resort amenity fees** can be paid, but is to be added to the room rate and not to exceed the GSA rate for the area, unless at a conference. Otherwise department head approval is needed.
- Receipts/invoices and supporting documentation (scans) must be uploaded and attached to transactions in BOA Works, and transactions must be allocated with the correct Index and Account for the expense/credit. Must have rosters for group travel, and signed rosters for food purchases. **Multiple files may be attached to a transaction and a travel authorization should be attached if available.**
- A Purchase Log is to be printed and submitted with the statement. If all transactions have Cardholder AND Approver electronic signatures, it doesn't have to have manual sigs, but if even one transaction isn't signed off on, the log must be signed manually. CBA logs must have the Cardholder signature since only the CBA name is printed on the log.
- All travel information, policies, and forms are located on the ULM travel website at the following address: <http://www.ulm.edu/controller/travel.html>

Please contact a travel program administrator for more information:

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