



TEXAS
SOUTHMOST
COLLEGE

Credit Card and Travel Training

By: Patricia G. Saldivar, Coordinator of Purchasing

Credit Card Process



Guidelines

- ✓ College business and travel transactions (*no travel meals or incidentals*).
- ✓ To be used for all purchases of \$1,000 and under.
- ✓ Card limits: \$3,000 monthly/\$1,000 single transaction (*Increases will be allowed by contacting Purchasing Office*).
- ✓ Taxes and alcoholic beverages are not allowed (*no exceptions*).
- ✓ Business meals are allowed for Divisional Vice Presidents and President only (Gratuities included in the receipt or up to 15% of the total meal charge are allowed).
- ✓ Secure and maintain credit cards in office's safety drawer at all times.



Process Flowchart

Cardholder/ Reconciler	Cardholder/ Reconciler	Cardholder/ Reconciler	Cardholder/ Reconciler	Accounts Payable
Make Purchase	Update Transaction Log	Reconcile Monthly Statement	Process Payment Voucher (PV)	Issue Payment to BBVA Compass
Verify availability of funds in the account(s) before making a purchase or travel reservation.	Keep a transaction log for all credit card activities.	Reconcile transactions in the statement against transaction log and update as needed.	Provide PV and backup to cardholder for review.	Review documentation and transactions to ensure compliance.
Provide TSC's tax exempt form to vendor.	Add each purchase or travel reservation to the log as they happen.	Compile all backup.	Obtain cardholder signature.	Process and submit payment to bank.
Obtain <u>itemized receipt.</u>		Discuss and resolve discrepancies as needed.	Drop off PV and backup to Accounts Payable.	Debit expenses to departmental GL strings.



Payment Voucher Submission Requirements

- Payment Voucher (PV)
 - Transaction log (if different than PV)
 - Statement of charges
 - Itemized receipts
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- ✓ PV and backup must be submitted to Accounts Payable within 3 working days of obtaining the monthly statement of charges.
 - ✓ Statement of charges must be obtained from the BBVA Compass Bank website.



Payment Voucher Sample



**TEXAS SOUTHMOST
COLLEGE**

ACCOUNTS PAYABLE/BUSINESS SERVICES

80 Fort Brown, Brownsville, Texas 78520*956-295-3412*Fax 956-295-3408

CREDIT CARD PAYMENT VOUCHER

VENDOR NAME:	BBVA Compass Bank	STATEMENT:		
DEPARTMENT:	President's Office	August-17		
PREPARED BY:	Max Roca			
ACCOUNT #	VENDOR NAME, DESCRIPTION OF TRANSACTION, AND DATE	QTY	UNIT PRICE	EXTENDE
11-4-100-201111-550110	Brownsville Herald Newspaper Ads 07/01/2017	1	\$ 14.30	\$ 14.30
11-4-100-201111-551130	Office Depot - Board Meeting supplies 7/27/2017	1	\$ 83.90	\$ 83.90
11-4-100-420011-551045	Boombah, Inc. - Supplies Convocation Fall 2017	1	\$ 144.94	\$ 144.94
11-4-100-420011-551045	Boombah, Inc. - Supplies Convocation Fall 2017	1	\$ (4.95)	\$ (4.95)
11-4-100-420011-551045	Factory Outlet - Promotional items Convocation Fall 2017	1	\$ 139.99	\$ 139.99
11-4-100-420011-551045	Trophy Depot - Awards Convocation Fall 2017	1	\$ 300.00	\$ 300.00
11-4-100-211511-520100	Hilton Hotels - M. Roca- Leadership Conf. Austin 08/17	1	\$ 80.00	\$ 80.00
11-4-100-211511-520100	Southwest Airlines - M. Roca- Leadership Conf. Austin 08/17	1	\$ 200.00	\$ 200.00
TOTAL				\$ 958.18
I HEREBY CERTIFY THE SERVICES IN THIS REQUEST ARE NECESSARY FOR USE IN THIS DEPARTMENT.				
CARDHOLDER (PRINT NAME):	Dr. Roberto Rodriguez	EXT:		3376
SIGNATURE:	<i>Roberto Rodriguez</i>	DATE:		9/6/2017
Submit Form to Accounts Payable				



Itemized Receipts Sample

10% RESTOCKING FEE IF DROP SLIP NOT
PRESENT AFTER AUGUST 31ST 2012
CASH REFUNDS ON CHECK PURCHASES
CANNOT BE GIVEN WITHIN 7 DAYS OF
PURCHASE
RECEIPT REQUIRED FOR REFUND. LAST
DAY FOR FALL REFUNDS IS 9-7-2012
WITH RECEIPT



Sale
Receipt: NR0798109-10 001 002
Cashier: erikj 12/04/12 15:31

Discount Sale

4 2" BOOK RINGS 3/CD
10256640
LED 65020
401012 N# \$4.40
1 MKR, SHARPIE, RT, FINE
11740407
SAN 36701
402005 N# \$2.13
1 MKR, SHARPIE, FINE, NET-SLV
11482987
SAN 39013
402005 N# \$1.28
3 GREEN OATH SHT PROTECT 25 P
12684052
30237-6
404014 N# \$7.65

*Each
item is
listed by
name
and
amount.*

Subtotal: \$15.46
Tax: \$0.00

*No
Tax!*

Total: \$15.46

Tender:
MASTER CARD \$15.46
Acct: XXXXXXXXXXXX4491
Exp: XXXX
Auth Cd: 045544

Change Due: \$0.00

Customer Savings: \$2.70

Nevada Wolf Shop
87 West Stadium Way
Reno, NV 89557
775-784-6597



Travel Process



Guidelines

- ✓ No employee has the authority to commit funds until a travel request is first approved by College's authorized representatives.
- ✓ Travel must contribute to the enhancement of the effective operation of the College or delivery of service to students.
- ✓ Travel must be cost effective.



Conference Registration Fees

- ✓ Allowed as pre-paid expense (credit card). The expense must be reported in the Payment Voucher to be submitted with the credit card monthly statement of charges.



Airfare

- ✓ Allowed as pre-paid expense (credit card). The expense must be reported in the Payment Voucher to be submitted with the credit card monthly statement of charges.
- ✓ Select airfare in a cost effective manner to maximize budget.
- ✓ Plan to save.



Lodging

- ✓ Allowed as pre-paid expense (credit card). The expense must be reported in the Payment Voucher to be submitted with the credit card monthly statement of charges.
- ✓ Hotel hosting the conference is the first option. If not, travel coordinator is encouraged to conduct a best value option of hotels under the Texas Comptroller of Public Accounts contract website.



Selecting the hotel

Step 1. Verify allowable State of Texas rates.

Examples of current rate for Sept. 1-30, 2017: [\\$91](#)

Step 2. Select hotel, request state rate (*including hotel hosting conference*), and negotiate cost based on Texas Comptroller of Public Accounts contract rates (*if applicable*).

Step 3. Make reservation and payment with TSC credit card for room and tax fees only (*for incidental expenses, a personal credit card must be presented*). Request credit card authorization form and follow other instructions from the hotel.

Step 4. Provide copy of completed **credit card authorization** and **hotel tax exempt** forms in the travel packet of the person traveling.



Car Rental

- ✓ Allowed as pre-paid expense (credit card). The expense must be reported in the Payment Voucher to be submitted with the credit card monthly statement of charges.
- ✓ Most common used companies:
 - Avis Car Rental
 - Budget Car Rental
 - Enterprise Rent a Car



Meals and Incidentals

- ✓ Allowed as out-of-pocket expense (purchase order). The employee reimbursement must be requested based on State of Texas per diem rates using the meal expense breakdown claim form. A payment voucher must be submitted after travel occurs. Receipts are not required.
- ✓ Incidental expenses up to and not to exceed \$5 per day.

Examples of current rate for Sept. 1-30, 2017: **\$51**

M&IE Total	Continental Breakfast	Lunch	Dinner	Incidental Expenses
<u>\$51</u>	<u>\$11</u>	<u>\$12</u>	<u>\$23</u>	<u>\$5</u>
\$54	\$12	\$13	\$24	\$5
\$59	\$13	\$15	\$26	\$5
\$64	\$15	\$16	\$28	\$5
\$69	\$16	\$17	\$31	\$5
\$74	\$17	\$18	\$34	\$5



Mileage

- ✓ Allowed as out-of-pocket expense (purchase order). The employee reimbursement must be requested based on State of Texas automobile mileage rate. A payment voucher must be submitted after travel occurs.

Examples of current rate for Sept. 1-30, 2017: [.535 cents](#)

- ✓ Use map quest to calculate mileage.
- ✓ Allowable round trip mileage reimbursement to HRL airport is 56 miles.



Gas

- ✓ Allowed as pre-paid expense (credit card) or out-of-pocket expense (purchase order). The employee reimbursement for out-of-pocket expense must be requested based on receipts provided. A payment voucher must be submitted after travel occurs.
- ✓ Car rental or TSC vehicle only.
- ✓ If using personal car as preferred method of transportation in lieu of airfare, then mileage must be claimed.



Other

- ✓ Allowed as an out-of-pocket expense (purchase order). The employee reimbursement must be requested based on receipts provided. A payment voucher must be submitted after travel occurs.
- ✓ Most common expenses incurred under this category:
 - Parking
 - Taxi
 - Shuttle
 - Uber



New Travel Request Form

Description of travel expenses	Allowable Direct Expenses to Credit Card	Allowable Out-of-Pocket Expenses for Employee
Conference Registration Fees	\$ -	
Airfare	\$ -	
Lodging	\$ -	
Car Rental	\$ -	
Meals		\$ -
Mileage		\$ -
Other (<i>Parking, Transportation, etc.</i>)		\$ -
Gas	\$ -	\$ -
<i>Subtotals</i>	<u>\$ -</u>	<u>\$ -</u>
Total estimated travel expenses		<u>\$ -</u>
Colleague GL string to be charged:		
	No TR required.	TR required for employee traveling.



Travel Grants

- ✓ In most cases, travel arrangements using grant funds follow the same process, procedures, and State of Texas travel regulations and rates as presented. However, all travel expenditures using grant funds, especially Carl Perkins must be approved by the office of Grants Development & Administration.
- ✓ Travel Request form and Travel Requisition Grants form (employee reimbursement) must be used for this purpose.



Links

State of Texas travel rates: <https://fmx.cpa.texas.gov/fmx/travel/texttravel/rates/current.php>

For domestic maximum per diem rates: <https://www.gsa.gov/travel/plan-book/per-diem-rates>

Texas Comptroller of Public Accounts contract website : https://portal.cpa.state.tx.us/hotel/hotel_directory/index.cfm



Instructions



General Instructions for Travel Arrangements

- 1- Prepare and complete travel forms and quotes.
- 2-Submit travel request form, travel requisition, and copies of all backup for approval.
- 3-After obtaining all approvals, make reservations with TSC credit card for all allowable pre-paid expenses.
- 4-Submit original travel request form, travel requisition, and copies of all backup to Purchasing Office to obtain Purchase Order (PO) to obtain employee reimbursement of out-of-pocket expenses.



General Instructions for Credit Card Payment and Employee Reimbursement

1- Report credit card travel expenses with the monthly statement of charges and payment voucher to Accounts Payable.

2-After travel occurs, submit payment voucher to Accounts Payable to claim employee reimbursement of out-of-pocket expenses.



Local Conferences



Local Conferences

- ✓ Conference registration fees and mileage expenses are only allowed for attendance to local conferences or events in the Rio Grande Valley area (80 mile radius) including but not limited to the following cities:
 - South Padre Island
 - Raymondville
 - Harlingen
 - Edinburg
 - McAllen
- ✓ M&O funds must be used and requested through a Purchase Requisition (PR) not travel request form.
- ✓ Lodging and meal expenses are not allowed.



Student Travel



Student Travel

- ✓ Student travel expenses are allowed.
- ✓ M&O funds must be used.
- ✓ Expenses must be requested through a Purchase Requisition (PR) not travel request form or travel requisition.
- ✓ Cash advance is allowed for meals and incidental expenses (*student travel only*).

