

Departmental Travel Card Administrator Checklist

Activate your CBA card

1. Call the JP Morgan Chase customer service number on the back of your card.
2. JP Morgan Chase will require a 4 digit PIN which is the last 4 digits of your mailstop.

Card Administrator Responsibilities Prior to Purchase

1. The Departmental Travel Card(s) and the Check in/out Log should be kept in a secure place.
2. Once travel has been approved an email needs to be sent to the [Payment Card Office](#) to establish the credit limit for the pending trip.
3. The card needs to be checked out to the traveler using the template check in/out log.
4. The Departmental travel card may be used for Airfare, Hotel and Car Rental along with Restaurants, Parking, and incidental expenses:
 - **Airfare** –
 - a. Economy fares only unless prior approval from Department Head or Dean.
 - b. State Funds [contract airline](#) must be used unless you have a cost savings to the University.
 - c. Local Funds you will need to book well in advance. Typically the further in advance airfare is booked the lower the price.
 - d. For more information please refer to [Travel Services](#).
 - **Hotel** –
 - a. No personal charges, including phone charges, internet, and entertainment (games, movies, etc.).
 - b. The [CBA Authorization for Hotel Expenses](#) may be needed to pay for hotel expenses using the CBA card without the card physically present. Or the hotel may present a form to be completed during the reservation process. **Verify this with the hotel during the reservation process.** Each hotel's process may differ slightly.
 - c. When using State Funds you must use a [contract hotel](#). If a contract hotel is not available you will need to submit an [exception form](#).
 - d. When using local funds you can ask upon making the reservation if they will honor the State (\$85.00) or Government rate.
 - e. When traveling in state you must have the traveler submit a [Texas Hotel Occupancy Tax Exempt Form](#) upon checking into the hotel.
 - **Car Rental** –
 - a. The [CBA Authorization for Rental Expenses](#) may be needed to pay for car rental expenses using the CBA card without the card physically present. **Verify process with car rental company during the reservation process.**
 - b. The [contract car rental](#) listed below are required when using State funds but should be used with local funds because of the excellent rates which include the required liability insurance:
 1. Avis – F999711
 2. Enterprise – TX711
 - **Restaurants** –
 - a. Itemized receipts are required.
 - b. If travel is within the state of Texas a [Texas Sales Tax Exemption Form](#) is required to be submitted prior to ordering.
 - **Parking and Incidental Expenses** –
 - a. Receipt requirements may be found on the [Local Funds - Checklist](#)

Responsibilities after Purchase

1. Have the traveler sign the card back in along with receipts and any other required documentation at the completion of each trip. This card will not be available for use until next statement cycle.
 - a. Receipt requirements maybe found using the [Local Funds - Checklist](#). State funds are not allowed on the Departmental Travel Card.
2. Reconcile receipts obtained from travelers to Report 121 Cardholder Statement and note "reconciled by" then initial and date.
3. The Card Administrator must review and sign as the cardholder on the Report 121 Cardholder Statement.

4. Route to department head/approver for approval prior to the reallocation deadline, usually about the 26th of each month.
 5. For more information on the monthly Travel Card Approval Process visit the following site: (insert the link once created)
- Protect the card and card number at all times to prevent unauthorized use.
 - Immediately notify JP Morgan Chase at 1-800-890-0669 and the program coordinator if the card is lost or stolen
 - [Dispute](#) fraudulent transactions within 60 days of the statement date in which the transaction appears.