

# BLINN COLLEGE DISTRICT ADMINISTRATIVE REGULATIONS MANUAL

---

**SUBJECT:** *Travel Card*

**EFFECTIVE DATE:** May 18, 2010; amended May 1, 2010, August 25, 2015, and May 12, 2022

**BOARD POLICY REFERENCE:** BBG and DEE

---

## **PURPOSE**

The Travel Card Program provides Blinn College District employees with an efficient and cost-effective purchasing and payment process for travel related expenses. The Travel Card is a Master Card issued by JP Morgan Chase Bank.

## **RESTRICTIONS**

The Travel Card is to be used by Blinn College District full-time employees for lodging, car rental, and parking expenses incurred as related to travel. The Travel Card is not to be used for personal purchases.

The employee is responsible for the security of the Travel Card. Travel Cards must be kept in a secure location. The employee must only use his/her assigned Travel Card. Travel Cards or Travel Card account numbers must not be disclosed to other employees for their use.

## **PROCEDURES**

- All travel must be approved in advance using the Chrome River Pre-Approval. The Pre-Approval provides an estimated trip expense to be charged to a designated budget account or accounts, the approval to travel, and identifies the type of transportation, whether it is a Blinn vehicle, personal vehicle or commercial carrier. The Pre-Approval must be completed before a Travel Card can be issued.
- Once the Pre-Approval is submitted and approved by all levels of authority, the Purchasing Department has authority to load a travel card.
- The Purchasing Department shall load a Travel Card with the dollar amount according to the estimated trip expense as approved on the Pre-Approval.
- The Purchasing Department shall load the time period for Travel Card usage that is indicated on the Pre-Approval.
- Travel Cards must be checked out from the Purchasing Department. Travel Cards will be issued to the employee assigned the Travel Card. An Acknowledge of Receipt containing the Travel Card number requires the signature of the employee. Travel Cards cannot be picked up by student workers.
- Upon completion of the travel, the employee must return the Travel Card to the Purchasing Department. After completion of the trip, the employee will complete a Chrome River Expense report to reconcile all charges incurred on the card during the trip.

## **TRAVEL CARD VIOLATIONS**

Failure to abide by the guidelines for authorized purchases may result in disciplinary action, up to and including termination.

Use of the Travel Card for personal gain or willful unauthorized use will result in immediate terminations of Travel Card privileges and may result in disciplinary action, up to and including termination of employment at Blinn College, as well as civil and criminal prosecution to the extent permitted by law.