

Travel/DART Card Checklist

Card Activation

Call the Citibank customer service number on the back of your card. Citibank will require a 4 digit number which is the last four (4) digits of your UIN and an activation password which is your full UIN. When activating a Chip & Pin Card you will be required to establish a four (4) digit pin that will be entered when using your card.

NOTE: When using the card for the first time at a manned Chip & Pin terminal your pin will not be required. Your pin will be required on subsequent purchases when using a Chip & Pin terminal. If you need to set/reset your pin you may call 877.905.1855, follow the automated prompts. If asked for the last 4 digits of your SS# it will always be the last 4 digits of your UIN.

If you are receiving a replacement travel card be sure to verify the card number and update the expiration date in Concur.

The University/Agency Travel Card may be used for Airfare, Car Rental, Conference Registrations, Hotel, Restaurants, Parking and Incidental expenses. Please see guidelines and restrictions below:

Airfare –

Economy fare only unless prior approval from Department Head or Dean is obtained prior to purchase and is included in the expense report documentation. Can also be purchased to accommodate a medical condition.

If purchasing airfare on state funds it must be purchased on the University/Agency Travel Card.

Car Rental –

If purchasing car rental on state funds you must use our contracts with one the following: **Avis, Enterprise/National, and Hertz**. These agencies should also be used with local funds because of the excellent rates that include the required liability insurance. Contracts rates are applied automatically in Concur. If you need to book car rental outside of Concur contact your Travel Office for the appropriate contract number.

When traveling in state the traveler must submit a Motor Vehicle Rental Tax Exemption Certificate upon picking up the vehicle. This form can be found at: <https://fmo.tamu.edu/media/1602770/motorvehicle-rentalexemptioncert.pdf>

Conference Registration –

Allowed on local and state funds with appropriate business purpose and benefit. Please do not use travel card if conference is in BCS area.

Fuel –

Local funds only. Not allowed on state funds unless using a DART card.

Hotel –

No personal charges, including phone or entertainment (games, movies, etc.).

When using State Funds you must stay within the current **GSA** (<https://www.gsa.gov/travel/plan-book/per-diem-rates>) rates.

When traveling in state the traveler must submit a Hotel Occupancy Exemption Certificate upon checking into the hotel. The Exemption Certificate can be found at: <http://fmo.tamu.edu/media/1602769/hoteloccupancytaxexemptioncertificate.pdf>.

Parking and Incidentals –

Allowed only on local funded accounts. Not allowed on state funds unless using a DART card or paying the hotel directly.

Restaurants –

Itemized receipts are no longer required for individual meals. However, if you go over the GSA daily meal rate, you will need to provide an itemized receipt. Also, an itemized receipt will be required if any one meal is more than \$75.00. Not allowed on state funds unless using a DART card or paying the hotel directly.

If travel is within the state of Texas, a Texas State Sales Tax Exemption Certificate is required to be submitted prior to ordering for **Business Meals Only**. Individual meals purchased while in travel status are not exempt from Texas State Sales Tax. The Exemption form can be found at: <https://fmo.tamu.edu/media/1602768/salestaxexemptioncertificate.pdf>.

For current receipt requirements see http://fmo.tamu.edu/media/368107/receiptreq_ssummary.pdf.

Per policy, meals are reimbursable **UP TO** the **actual expenses** and up to the GSA rate. Requesting the per diem rate when actual expenses **DO NOT** exceed the per diem rate is not allowed.

Business Meals are reimbursable up to the actual expense and require an itemized receipt, a list of participants, and an explanation of the

topics discussed (purpose and benefit).

Business meals is only allowed if there is an outside individual, not related to TAMU, joining you at the restaurant. There also must be 2 or more in the group to have it be considered a business meal. If all individuals are employed with TAMU and travel together as a group, it's NOT considered a business meal and each person must pay for their own meals with their own travel or personal card.

Cardholder Responsibilities

The cardholder is responsible for the security of the card at all times. Departments may opt to maintain the cards in a central location to be distributed at time of travel. At end of travel, departments may require the card to be returned to a central location.

Only business related travel expenses are allowed. No personal expenses may be charged to the travel card.

Immediately notify Citibank at (800)248-4553 or (800) 790-7206 and your travel coordinator if the card is lost or stolen. If outside the US call collect to (904)954-7314.

If you're needing to reset your PIN, contact Citibank at (877) 905-1855.

Dispute charges when having problems with vendors for non-receipt of services or products within 60 days of the post date of the transaction. Contact your system member to start the dispute process or call the Citibank number listed on the back of your card.

FRAUD – Charges considered fraudulent should be reported to Citibank immediately by calling (800) 945-3114 or by calling the number on the back of the card. Citibank will send an Affidavit of Unauthorized Use form by email to the cardholder. If transactions actually post to the card the Affidavit must be returned to Citibank within 60 days of the post date of the transaction.

System Members and Contact Information:

- 01-TAMUS – Texas A&M University System – Phone: 979.458.5731 Email paymentcard@tamu.edu
- 02-TAMU – Texas A&M University - Phone: 979.458.5731 Email paymentcard@tamu.edu
- 04-TSU – Tarleton State University – Phone: 254.968.9434 Email travel@tarleton.edu
- 05-PVAMU Prairie View A&M University – Phone: 936.261.1736 Email travel@pvamu.edu
- 06-TAES – Texas AgriLife Research – Phone: 979.845.4748 gwenc@tamu.edu
- 07-TCE – Texas AgriLife Extension – Phone: 979.845.4748 gwenc@tamu.edu
- 10-TAMUG – Texas A&M University Galveston – Phone: 409.740.4430 Email acctspay@tamug.edu
- 11-TFS – Texas Forest Service – Phone: 979.458.6682 Email mkarns@tfs.tamu.edu
- 12-TTI – Texas Transportation Institute – Phone: 979.317.2741 Email jgreen@tamu.edu
- 15-TAMUCC – Texas A&M University Corpus Christi – Phone: 361.825.5767 Email travel@tamucc.edu
- 16-TAMIU – Texas A&M International University – Phone: 956.326.2343 Email Laura.Echandy@tamiu.edu
- 17-TAMUK – Texas A&M University Kingsville – Phone: 361.593.3950 Email: travel@tamuk.edu
- 20-TVMDL – Texas Vet Med Diagnostic Lab – Phone: 979.845.4748 gwenc@tamu.edu
- 21-TAMUC – Texas A&M University Commerce – Phone: 903.886.5227 Email aphelp@tamuc.edu
- 22-TAMT – Texas A&M University Texarkana – Phone: 903.223.3112 Email trestelle@tamut.edu
- 23-TAMHSC – Texas A&M Health Science Center – Phone: 979.458.5731 Email paymentcard@tamu.edu
- 24-TAMUCT – Texas A&M University Central Texas – Phone: 254.519.5415 Email acctspayable@tamuct.edu
- 25-TAMUSA – Texas A&M University San Antonio – Phone: 210.784.2044 Email karen.mcinvale@tamusa.edu
- 26-TAMSSC – Texas A&M Shared Service Center – Phone 979.458.5731 Email paymentcard@tamu.edu
- 28-TEES – Texas Engineering Experiment Station – Phone 979.458.7446 Email lmk410@tamu.edu
- 30-TDEM – Texas Division of Emergency Management – Phone: 979.458.5731 Email paymentcard@tamu.edu