



## TRAVEL CARD/CBA POLICY

<b>Policy #:</b>	CO001.4
<b>Policy Type:</b>	University
<b>Responsible Executive:</b>	VP for Business Affairs
<b>Responsible Office:</b>	Controller's Office
<b>Originally Issued:</b>	April 5, 2017
<b>Latest Revision:</b>	October 29, 2020
<b>Effective Date:</b>	October 29, 2020

### I. Policy Statement

The University of Louisiana Monroe's Travel Card/CBA (Cardless Business Account) Policy defines the procedures and guidelines associated with obtaining the Travel Card/CBA account and the appropriate use of the card/account. The Travel Card is a Visa Credit Card issued by the Bank of America (BOA) to be used by ULM employees to pay for specific travel expenses. The CBA non-card account is issued for departmental use by individuals and groups associated with the department, college, or other, as needed.

The Travel Card/CBA account is the preferred mechanism for payment of frequent travel expenses and benefits the University by:

- Providing prompt payments to vendors.
- Increasing efficiency and effectiveness by utilizing one source of payment for travel.
- Reducing the need for cash advances.

### II. Purpose of Policy

The purpose of this policy is to provide: specific information on how to obtain a Travel Card/CBA account, clear information on the appropriate use of the card/account, the requirements of the Program Administrator, Approver and Cardholder associated with use of the card/account and procedural information related to transactions, accounting and statement reconciliation.

### III. Applicability

This policy is applicable to all faculty, staff and administrators who use the Travel Card/CBA account and prepare and manage travel arrangements.

### IV. Definitions

**Accountholder/Cardholder:** The employee that has been issued a Travel Card or is given the charge of maintaining a CBA account.

**Agreement Form:** A form signed by a program administrator, cardholder and cardholder approver, annually, that acknowledges they have received required training from the agency, completed the state's certification requirement and received a passing score of at least 90, understands the Travel Card Policies, both state and agency and accepts responsibility for compliance with all policies and procedures.

**Approver:** The cardholder's supervisor or the most logical supervisor that is at least one level higher which would be most familiar with the business case and appropriate business needs for the cardholder's transaction and is responsible for approving transactions on-line and signs both the cardholder's billing cycle log and monthly statement.

**Bank:** Bank of America (BOA).

**CBA (Cardless Business Account):** A credit account issued in an agency's name (no plastic cards issued). These cardless business accounts are direct liabilities of the State and are paid by ULM. CBA accounts are maintained through an authorized administrator(s) as the primary point of contact for administering the accounts.

**Cycle:** The period of time between billings. For example, ULM's closing period ends at midnight the 8th of each month. Synonymous with "billing cycle".

**Cycle Limit:** The maximum spending limit a Travel Card/CBA account is authorized to charge in a cycle.

**Disputed Item:** Any transaction that was double charged, charged an inaccurate amount, or charged without corresponding goods or services by the individual cardholder.

**Electronic Funds Transfer (EFT):** An electronic exchange or transfer of money from one account to another, either within the same financial institution or across multiple institutions.

**Electronic Signature:** An electronic sound, symbol or process attached to or logically associated with a record or executed or adopted by a person with the intent to sign the record.

**Fraud:** Any transaction, intentionally made, that was not authorized by the cardholder or not for Official State Business.

**Incidental Expense:** Expenses incurred while traveling on official state business, which are not allowed on the state liability Travel Card. Incidentals include, but are not limited to: meals, fees and tips to porters, baggage carriers, bellhops, hotel maids, transportation between places of lodging/airport such as taxi, phone calls and any other expense not allowed in the State Liability Travel Card and CBA Policy.

**INTELLILINK:** Visa's web-based auditing tool which is used to assist with monitoring and managing the agency's card program usage to ensure that card use conforms to all policies and procedures.

**ISIS:** State of Louisiana's integrated system used for accounting, financing, purchasing, and contracting functions.

**LaGov:** State of Louisiana's integrated system used for accounting, financing, logistics, human resources, travel and data warehouse storage and reporting.

**Memo Statement of Account:** A listing of all transactions charged to the cardholder's account through the end of the monthly billing cycle. This statement is sent by the bank, directly to the cardholder, on a monthly basis for reconciliation purposes.

**Merchant:** A business or other organization that may provide goods or services to a customer. Synonymous with "supplier" or "vendor".

**Merchant Category Code (MCC):** The standard code the credit card industry uses to categorize merchants based on the type of goods or services provided by the merchant. A merchant is assigned a MCC Code by the acquiring bank.

**Merchant Category Code Group (MCCG):** A defined group of merchant category codes. MCCGs which are used to control whether or not cardholders can make purchases from particular types of merchants.

**Monthly Spending Limit:** A dollar limit assigned to the cardholder for the total of all charges made during the monthly billing cycle.

**Policy and Procedure Memorandum 49 (PPM49):** The state's general travel regulations. These regulations apply to all state departments, boards and commissions created by the legislature or executive order and operating from funds appropriated, dedicated, or self-sustaining; federal funds, or funds generated from any other source. <https://www.doa.la.gov/oa/ost/ppm-49-travel-guide/>

**Single Purchase/Charge Limit (STL):** The dollar limit assigned to each cardholder for a single purchase made to the card. The Unit/Budget/Department Head will establish the single purchase dollar limit. A single purchase/charge may include multiple items but cannot exceed cardholder's limit. An STL over \$5,000 on a travel card must be approved by the Office of State Travel.

**Support Documentation:** The vendor produced document that records the relevant details of each item purchased, including quantities, amounts, description, cost, total charge amount, vendor's name (detailed sales receipt, original invoice, packing slip, credit receipt, etc.).

**Travel Card:** A credit account issued in an employee's name for the purpose of making authorized payment for specific travel expenses incurred while on official state business travel only. This account is the direct liability of the State and is paid by the University of Louisiana Monroe.

**Travel Card Profile:** Unique profile associated with a cardholder that sets the card credit limit, single purchase limit (STL) and MCCs on the Cardholders ability to make purchases on behalf of the state. The Profile name must be unique and should be set up in the following format, this is an example only – CL\$20,000; STL \$1,000; Travelall.

**Travel Card/CBA Approver/Reviewer:** Supervisor or individual within the University who is responsible for verifying that all charges against the cardholder's account are authorized and supported by adequate documentation.

**Travel Card/CBA Approver Agreement Form:** A form signed by the cardholder's approver annually, acknowledging completion of the required training from both the agency and the state. The cardholder's approver also signs to acknowledge understanding of the state and agency Travel Card/CBA Account Policies and accepts responsibility for compliance with all policies and procedures.

**Travel Card/CBA Billing Cycle Purchase Log:** A paper and/or electronic log used in the reconciliation process for purchases/services charged during the billing cycle. The log is used to document cardholder approval of purchases billed by matching the paper billing statement, received from the bank, to the log and the documentation obtained from the vendor(s).

**Travel Card/CBA Program Administrator:** The ULM appointed travel administrator, who acts as liaison between the cardholder, the State Program Administrator, and Bank of America and provides support and assistance to all agencies. The Travel Card/CBA Program Administrator also processes new card applications and changes to cardholder information, provides training and maintains policies and procedures.

**Travel Card/CBA Program Administrator Agreement Form:** A form signed by the Travel Card/CBA Program Administrator annually, acknowledging completion of the required training from both the agency and the state. The Travel Card/CBA Program Administrator also signs to acknowledge understanding of the state and agency Travel Card/CBA Policies and accepts responsibility for compliance with all policies and procedures.

**Travel/CBA Cardholder Agreement Form:** A form signed by a cardholder annually, acknowledging completion of the required training from both the agency and the state. The cardholder also signs to acknowledge understanding of the state and agency Travel Card/CBA Policies and accepts responsibility for compliance with all policies and procedures.

**Travel/CBA Cardholder Enrollment Form:** A form that initiates the Travel Card/CBA issuance process for the cardholder.

**Unit/Budget/Department Head:** The employee designated by the University for assigning cardholder's spending limits per transaction and per cycle (daily, weekly, monthly, and/or annually). That employee will also assign the maximum number of transactions allowed within each billing cycle (within the overall limits established by the Division of Administration and the Office of Management and Finance).

**Works/Workflow:** Bank of America's web-based system used for program maintenance, card/CBA issuing/suspension/cancellation and reporting, that includes user profiles and transaction workflow. Cardholders must allocate transactions, upload receipts, rosters, and other documentation, and sign off on transactions to route to their approver.

## V. Policy Procedure

The Travel Card is a Visa credit card issued by the Bank of America (BOA) for the State of Louisiana. The Travel Card/CBA account is a tool used to manage travel and accounting by assisting employees with a single source of payment for specific travel expenses during authorized state travel. The State of Louisiana Division of Administration's (DOA) State of Louisiana State Liability Travel Card and CBA Policy and Policy and Procedure Memorandum 49 (PPM49) provide the specific criteria for appropriate use of a Travel Card/CBA account for state travel.

The CBA (Cardless Business Account) will still be used by the University of Louisiana Monroe with the State Travel Card program. New CBA accounts will be issued with the Travel Card Program.

Travel Cards/CBA accounts will be issued with both single purchase limits and monthly cycle limits. The approver/department head determines both the card cycle limit and the single purchase limit (SPL). The SPL can be approved up to \$5000. Exceptions to the SPL may be requested from the Office of State Travel by completing and submitting a [Travel Card Request for Exception Form](#) through the Program Administrator.

The Travel Card is a VISA Card and will be identified with the State of Louisiana seal and marked Louisiana "Commercial Travel Card/Louisiana Travel Card". The cards are white and embossed with the Employee's name, department name, account number and tax-exempt number.

### **Obtaining a Travel Card/CBA Account**

The Unit/Budget/Department Head initiates the request for a travel card or account for each prospective cardholder under his/her jurisdiction by completing a [Travel Cardholder Enrollment Form](#) and forwarding it to the Travel Card/CBA Program Administrator. The cardholder must complete a [Travel Cardholder Agreement Form](#) before a card/account is issued. The Unit/Budget/Department Head will:

- a. Assign spending limits per transaction; (Note: limits higher than \$5,000 must be approved by the Office of State Travel);
- b. Assign spending limits per day/cycle; and
- c. Ensure that the cardholder's ULM's email address matches the cardholder's name.

The Travel Cardholder Agreement Form is to be forwarded to the Travel Card/CBA Program Administrator for final approval and processing.

The Program Administrator will ensure that the required training on the use of the card is completed and contact the cardholder after receiving the new card from the BOA. New cardholders, current cardholders as well as cardholder approvers are required to complete annual in-house Travel Card/CBA Training provided by ULM as well as the appropriate travel card training through the State of Louisiana - Louisiana Employee Online (LEO) Training Portal. The LEO Training Portal is accessed at the following link: <https://leo.doa.louisiana.gov/irj/portal>. Each cardholder is to pass the training with a score of 90 and provide the training certificate to the Travel Card/CBA Program Administrator before receiving and using a Travel Card or CBA account.

Current cardholders, cardholder approvers and the program administrators are required to complete the corresponding agreement form annually. By signing the agreement form, the individual acknowledges understanding the procedures and responsibilities associated with the Travel Card/CBA program requirements, procedures and guidelines.

Expiring Travel Cards will automatically be replaced/renewed prior to the Travel Card's expiration date by the issuing bank. All replacement/renewed cards will be sent to ULM's Travel Card Program Administrator for proper distribution.

### **Travel Card/CBA Use Guidelines**

In accordance with memorandum issued by the Commissioner of Administration, dated September 18, 2014, the Travel Card or CBA Account are to be used for specific travel expenditures. Therefore airfare, lodging, vehicle rentals and registration must be placed on the Travel Card or CBA Account. This does not relieve ULM of its legal responsibilities of compliance with all applicable purchasing rules, regulations, PPM49, statutes and executive orders.

The Travel Card is for official state business use only. Use of the Travel Card is limited to the person whose name is embossed on the card. The Travel Card shall not be used to pay for another person's expenses or loaned to another person to pay for official or non-official business expenses.

## **Travel Card/CBA Use Guidelines for Group Travel**

The Travel Card can be used by an employee working in an Advisor/Coach capacity to pay for allowable travel expenses for a student or staff group or athletic team's authorized travel. The CBA is the preferred method of payment for group expenses, but an individual travel card can be used, after obtaining approval from the Office of State Travel. The Cardholder must accompany the group.

An employee who travels with student groups or athletic teams on authorized travel may request permission to use their card to pay for allowable travel expenses for the student group by working through the Program Administrator to submit a [Travel Card Request for Exception Form](#) to the Office of State Travel. Increases in the STL and the Card Cycle Limit can also be requested to address the expected spending pattern associated with group travel expenses. A request for permission to use the travel card for baggage fees for group travel may also be initiated.

## **Allowable Travel Card/CBA Transactions**

The Travel Card/CBA account can only be used for the transactions listed below, and each purchase must fall within PPM49's guidelines.

1. Airfare
2. State Contracted Travel Agency Fees
3. Registration for conferences/workshops
4. Membership Dues associated with registrations – should not be for memberships on non-travel purchases
5. Hotel/Lodging
6. Rental Car – travel card to be used only if the Enterprise CBA is not available
7. Tolls in conjunction with the contracted vehicle rental
8. Parking – Only with hotel stay and combined on invoice and Park-N-Fly Parking
9. Internet Services – Only with hotel stay and combined on invoice
10. Gasoline for Rental Car/State Owned Car Only – Not to be used if agency is part of the Fuel Card Program/Contract. If the program is not covered in a certain area, then the travel card may be used, and the file must be completely documented.
11. Shuttle Service – Only when pre-paid prior to trip, and not for individual ground transportation during a business trip such as taxi, bus, Uber, etc. without approval from Office of State Travel.

## **The Travel Card/CBA account may not be used for the following purchases:**

1. Alcoholic beverages
2. Cash advances – cash instruments, cash refunds
3. Controlled substances (prescription drugs, narcotics, etc.)
4. Entertainment costs – ski tickets, tours, etc.
5. Food and meals (Unless approved through the Office of State Travel. A signed roster of participants will be required.)
6. Gift Cards/Gift Certificates
7. Personal purchases
8. Not be loaned to another person or use to pay another person's expenses without prior approval from the Office of State Travel

In the event merchants elect to include a surcharge or convenience fee, VISA and MasterCard have strict merchant guidelines governing the assessment of surcharge fees:

- The merchant must register with VISA 30 days prior to beginning a surcharge policy.

- The merchant must provide clear disclosure to the customer.
- The amount of the surcharge must be listed as a separate item and detailed on the receipt.
- The surcharge must apply to all credit cards accepted by the merchant.
- The surcharge must be equivalent to the merchant's interchange rate but cannot exceed 4%.

For any charge where the Supplier has charged a surcharge, a cardholder or user should obtain a copy of the acknowledgement letter sent to the Supplier by Visa authorizing the Supplier to impose a surcharge, as part of their supporting documentation.

Convenience Fees are charged as a flat fee (regardless of the total cost) when purchases are made via one form of payment channel over another – online or by phone vs. in store or by mail.

The decision to use a State Travel Card/CBA on a purchase that will incur a surcharge or convenience fee should be based on rare and extenuating circumstances such as no other form of payment is accepted, timeliness of payment to avoid late fees, urgency of the needed item or services, lack of other vendors, etc. ULM is required to carefully evaluate the necessity of the State Travel/CBA Card transactions which are subject to surcharge or convenience fees.

Prior to processing any transactions that include convenience fees, the Cardholder must consult with a Program Administrator to discuss the appropriateness of the additional fee. The Cardholder must submit their request in writing justifying the need to make the purchase with their Travel Card and the Program Administrator will then determine if the convenience fee complies with Visa regulations and is in the best interest of the State. Only then will the convenience fee be allowed.

Louisiana State sales tax is not to be charged on card purchases. Cardholders should make every effort at the time of purchase to avoid being charged Louisiana state sales tax. In the event state sales tax is charged, it is the cardholder's responsibility to have the vendor issue a credit to the cardholder's account.

Should taxes be included in a transaction and the cardholder fails to resolve the issue with the merchant, the cardholder is responsible for paying the taxes.

**The Cardholder will:**

1. Ensure that Travel Card/CBA transactions are not split in order to circumvent the policy limit.
2. Ensure that all items purchased are required for bona fide University purposes (no personal expenses).
3. Ensure that prices paid are fair and reasonable.
4. Notify the vendor that any university business purchase is exempt from state taxes.
5. Obtain detailed (itemized) transaction receipts from the vendor each time the Travel Card/CBA account is used.
6. Assume personal responsibility for all purchases made with the card, including unauthorized purchases or charges and/or overages as defined in PPM49.
7. Understand that ULM retains the right to cancel a cardholder's privileges. Cards that are revoked for non-compliance with policies and procedures and/or Cardholder's Agreement must be turned in to the Controller's General Accounting Department.
8. Be subject to disciplinary action for noncompliance with policies and procedures.

9. Notify the Program Administrator immediately upon separation, change in department, and when anticipating and/or prior to an extended leave of absence. Ensure that all transactions have been reconciled and signed by both the cardholder and the approver. Ensure that the account has been suspended until the return to work, or to be closed if separation occurs. Ensure that the approver has all the necessary documentation for the statement, if the cardholder will be absent when the statement comes in. Types of extended absences could include maternity leave, family medical leave, medical leave, military obligations, sabbaticals, etc.

### **Travel Card/CBA Cardholder Requirements**

Each Travel Card/CBA Cardholder is required to complete ULM Travel Card Training annually as well as the Office of State Purchasing (OSP) Travel Card Certification for Cardholders training through the State of Louisiana - Louisiana Employee Online (LEO) Training Portal. The LEO Training Portal is accessed at the following link: <https://leo.doa.louisiana.gov/irj/portal>.

Each cardholder is to pass the training with a score of 90 and provide the training certificate to the Travel Card/CBA Program Administrator before receiving and using the Travel Card. ULM training sessions will require a sign-in sheet to be kept for proof of training. Certificates will be required for completing the online training in lieu of session attendance.

The cardholder will complete a [Travel Cardholder Agreement Form](#) each year. This Agreement form details the specific required actions on the part of the cardholder for appropriate use of the card. The completed Agreement Form signifies acknowledgment, understanding and an agreement to comply with the responsibilities and regulations listed in the document.

The procedures for transaction approval and reconciliation are detailed in the Travel Card/CBA Program Procedures for the Cardholder. The procedures for transaction approval and reconciliation for cardholders who will use the card for group travel are detailed in the Travel Card/CBA Program Procedures for Group Travel.

### **Travel Card/CBA Approver Requirements**

The Travel Card/CBA Approver will complete the ULM Travel Card Training annually as well as the Office of State Purchasing Travel Card Certification for Approvers training through the State of Louisiana - Louisiana Employee Online (LEO) Training Portal. The LEO Training Portal is accessed at the following link: <https://leo.doa.louisiana.gov/irj/portal>. Each Approver is to pass the training with a score of 90 and provide the training certificate to the Program Administrator. ULM training sessions will require a sign-in sheet to be kept for proof of training. Certificates will be required for completing the online training in lieu of session attendance.

The Travel Card/CBA Approver will complete a [Travel Card Approver Agreement Form](#) each year. This Agreement form details the specific required actions on the part of the Approver for appropriate supervision of the card/account use. The completed Agreement Form signifies acknowledgment, understanding and an agreement to comply with the responsibilities and regulations listed in the document.



**The Travel Card/CBA Approver will:**

1. Review and understand the state and ULM policies and all applicable rules, regulations, policies, procedures, guidelines, statutes, executive orders and PPM49, if applicable, that relate to the use of the Travel Card/CBA account.
2. Keep well informed of program updates as sent from ULM's Travel Card/CBA Program Administrator or anyone associated with the State Liability Travel Card and CBA Program.
3. Ensure that all documentation is being completed in a timely manner.
4. Immediately report any fraud or misuse, whether actual, suspected or personal, to the Travel Card/CBA Program Administrator, as well as the agency head and other personnel/agencies as required. The Approver will participate in any disciplinary actions which may be deemed appropriate, if necessary.
5. Ensure that either the approver or the cardholder notifies the Travel Card/CBA Program Administrator if the card is lost or stolen, or the card/account has fraudulent charges.
6. Review, at a minimum annually, all cardholders which Travel Card/CBA Approver is designated as an approver along with profile limits to ensure appropriate utilization of the card and program intent.
7. Ensure that the cardholder is never a final approver of his/her own monthly transactions.
8. Ensure that all transactions have an appropriate business purpose and are properly reconciled.
9. Understand that failure to properly fulfill responsibilities as an Approver could result in the following: written counseling which would be placed in employee file for a minimum of 12 months, consultation with ULM program administrators, and possibly head of agency and internal audit section, disciplinary actions, up to and including termination of employment.
10. Notify the program administrator immediately of a cardholder's separation, change in department, and when anticipating and/or prior to an extended leave of absence. Ensure that all transactions have been reconciled and signed by both the cardholder and the approver. Ensure that the account has been suspended until the cardholder returns to work, or to be closed if separation occurs. Ensure the availability of all the necessary documentation for the statement, if the cardholder will be absent when the statement comes in. Types of extended absences could include maternity leave, family medical leave, medical leave, military obligations, sabbaticals, etc.

The procedures for transaction approval and reconciliation for the Travel Card/CBA Approver are detailed in the Travel Card Program Procedures for the Travel Card Approver.

**Travel Card/CBA Program Administrator Requirements**

The Travel Card/CBA Program Administrator will complete the ULM Travel Card Training annually as well as the Office of State Purchasing Travel Card Certification for the Travel Card Program Administrator training through the State of Louisiana - Louisiana Employee Online (LEO) Training Portal. The LEO Training Portal is accessed at the following link:

<https://leo.doa.louisiana.gov/irj/portal>. Each Program Administrator is to pass the training with a score of 90 and maintain a copy of the training certificate.

The Travel Card/CBA Program Administrator will complete a [Travel Program Administrator Agreement Form](#) each year. This Agreement form details the specific required actions on the part of the Program Administrator for appropriate supervision of the card use. The completed Agreement Form signifies acknowledgment, understanding and an agreement to comply with the responsibilities and regulations listed in the document.

**The Travel Card/CBA Program Administrator will:**

1. Ensure currency with Travel Card/CBA Program changes and updates.
2. Ensure that all cardholders, approvers and persons managing travel receive program changes and updates.
3. Ensure that each program participant completes the required agreement form annually.
4. Ensure that each program participant receives a copy of the signed agreement form, information for printing/reviewing all policies associated with the travel card, including the ULM Travel Card/CBA Policy as well as the State Liability Travel Card and CBA Policy.
5. Ensure that each program participant completes the required training and provides documentation of same.
6. Monitor card status for cancellation of inactive cards.
7. Monitor card abuse, intentional or non-intentional, to determine if the card should be cancelled, and the abuse reported and investigated.
8. Monitor issuance of cards and maintain a current list of all active cardholders.
9. Ensure prompt reconciliation of statements as outlined in both University procedural documents as well as in state policy.
10. Ensure payment is made in full, on a timely basis each month to Bank of America.
11. Ensure that all necessary approvals are obtained for exceptions to single transaction limits over \$5000 as well as opening MCC codes with restrictions.
12. Ensure that all required records and documents are maintained in accordance with university and state policy.

Travel Card/CBA Program Administrators are to follow all individual cardholder procedures, trainings and certifications, rules, regulations, guidelines, as outlined in this policy and the agency policy, including forwarding signed logs or approved electronic logs, by both administrator and approver, signed statements, by both administrator and approver, and supporting documentation to the General Accounting Department in the Controller’s Office for review and file maintenance.

The procedures for program operation, transaction approval and reconciliation for the Program Administrator are detailed in the Travel Card/CBA Program Procedures for the Travel Card Program Administrator.

**VI. Enforcement**

The Travel Card/CBA Program Administrator is responsible for ensuring that all policies, procedures and guidelines regarding the use of the Travel Card/CBA account are followed.

**Fraud Purchase** - A fraud purchase is any use of the travel card which is determined to be an intentional attempt to defraud the state for personal gain or for the personal gain of others.

Any recognized or suspected misuse of the Travel Card/CBA program should be immediately reported to the agency Program Administrator and may be anonymously reported to the State of Louisiana Inspector General’s Fraud and Abuse Hotline at 1-866-801-2549 or for additional information one may visit: <http://oig.louisiana.gov/index.cfm?md=pagebuilder&tmp=home&nid=3&pnid=0&pid=4&catid=0>. The Employee must complete a discrepancy form and submit to the program administrator. <https://www.doa.la.gov/media/5myhukaw/dispute.pdf>

In the event that the University of Louisiana Monroe fails to comply with the requirements for participation in the Travel Card/CBA Program, the result of noncompliance may be removal from the Program.

An employee suspected of having misused a Travel Card/CBA account with the intent to defraud the state will be subjected to an investigation. Should the investigation result in findings which show that the actions of the employee have caused an impairment to the state service, and should those findings be sufficient to support such action, the employee will be subject to disciplinary action. The nature of the disciplinary action will be at the discretion of the appointing authority and will be based on the investigation findings and the record of the employee. Any such investigation and ensuing action shall be reported to the ULM Internal Audit Department, Legislative Auditor, the Office of Inspector General, and to the Director of the Office of State Travel.

**Non-Approved Purchase** - A non-approved purchase made by a State cardholder is a purchase for which payment by the state is unapproved. A non-approved purchase differs from a fraud purchase in that it is a non-intentional misuse of the procurement card with no intent to deceive that agency for personal gain or for the personal gain of others.

A non-approved purchase is generally the result of a miscommunication between a supervisor and the cardholder. A non-approved purchase could occur when the cardholder mistakenly uses the procurement card rather than a personal card.

When a non-approved purchase occurs, the cardholder should be counseled to use more care in handling of the procurement card. The counseling should be in writing and maintained in the employee's file for no longer than one year unless another incident occurs. The employee should be made to pay for the item purchased inappropriately. If another incident of a non-approved purchase occurs within a 12-month period, the appointing authority should consider revocation of the Travel Card and the employee may not be eligible to receive another card through the State's programs.

## VII. Policy Management

Upon adoption, the University's Vice President for Business Affairs shall be the Responsible Executive for the management of this Policy. The State Card Travel/CBA Policy requires yearly updates as mandated by the Office of State Travel. Periodic updates will need to be addressed as warranted by ULM or the Office of State Travel.

## VIII. Exclusions

Exemptions to this policy, or its procedures will be reviewed on a case-by-case basis. As mandated in the PPM49, approvals must be granted by the Office of State Travel. In certain cases, the Department Head, University of Louisiana Monroe President, may grant approval.

## IX. Effective Date

Policy will be in effect upon the date it is adopted and signed by the President.

## X. Adoption

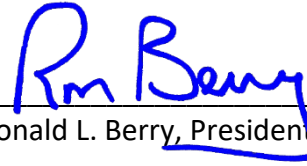
This policy is hereby adopted on this 29<sup>th</sup> day of October, 2020.

Recommended for Approval by:

Approved by:



Dr. Bill Graves, VP Business Affairs



Dr. Ronald L. Berry, President

## XI. Appendices, References and Related Materials

[Appendix A - State Travel Policy and Procedure Memorandum 49 \(PPM49\)](#)

[Appendix B - State of Louisiana State Liability Travel Card and CBA Policy](#)

[Appendix C - Travel Cardholder Enrollment Form](#)

[Appendix D - Travel Cardholder Request for Exception Form](#)

[Appendix E - Travel Cardholder Agreement Form](#)

[Appendix F - Travel Card Approver Agreement Form](#)

[Appendix G - Travel Program Administrator Agreement Form](#)

## XII. Revision History

Original adoption date: April 5, 2017

Revised October 25, 2018: Revisions include all annual Office of State Travel PPM49 revisions for FY19 and the inclusion of the CBA information.

Revised September 30, 2019: Revisions include all annual Office of State Travel PPM49 revisions for FY20.

Revised October 29, 2020: Revisions include all annual Office of State Travel PPM49 revisions for FY21.