AM 0573
Travel Card Process

Revised March 2017
Course Objectives

• To clarify the restrictions, policies and procedural requirements in which the travel cards may be used for official UTSA business travel.

• Payment deadlines and procedures
Prerequisite Courses

• Introduction to the Chart of Accounts

• Managing Departmental Expense and Revenue Budgets

• Processing Non-Purchase Order Vouchers
Agenda

• Overview of Travel Card FMOG
  – Important Changes Effective May 13, 2013

• Completing the CLIBA Card Application

• Completing the Card Maintenance Request (CMR) Form

• ATI Form

• Travel Card Payment Process
  – Impact of Non-Payment
Financial Management Operational Guidelines (FMOGs)

- The following FMOGs make up UTSA’s travel policy:
  - Travel Cards FMOG
  - Travel Reimbursement FMOG
  - Travel Advances FMOG
  - Student Travel Policy
Authority

- Travel costs are regulated by the following governing authorities. At a minimum, UTSA must meet the rules and requirements set forth by these agencies, although the university may also choose to be more restrictive:
  - State of Texas Travel Regulations Act
  - General Appropriations Act
Authority (cont.)

- Rules and Regulations of The University of Texas System Board of Regents require institutions to issue travel regulations covering authorization for travel and reimbursement for approved travel.

  - Effective May 13, 2013, all UT System institutions will use an exclusive supplier for travel agency services and car rental services.
Authority (cont.)

- Official interpretations of the Travel Act as made by the State Comptroller of Public Accounts.

- **Internal Revenue Service (IRS) regulations** (IRC §162 and various rules): Stipulate those expenditures that may be treated as non-taxable reimbursements and the corresponding documentation requirements.

- **The United States General Services Administration (GSA)**
Overview

- CLIBA and TAC cards are issued to eligible travelers to minimize out of pocket expenses associated with official UTSA business travel.
Eligibility

- Travel cards (CLIBA/TAC) may be issued to faculty, staff and student employees – Graduate Research Assistants (GRA) to pay for allowable expenses while traveling on official UTSA business.

- There will be limited circumstances when a student employee would be issued a CLIBA card.
Authorized Travel Status

• Travelers who are issued a CLIBA or TAC must be in authorized travel status prior to paying for any travel related expenses.

• The CLIBA or TAC can only be used to pay for travel related expenses associated with travel outside of Bexar County (or your designated headquarters).
Travel Authorization Documentation

• Approved faculty/staff travel authorization
• Prospective employees/students
• Student Authorization to Travel
• Exempt Agreements
  – Services Agreement
  – Entertainer Contract
  – Participant/Speaker Agreement
TAC & CLIBA Card Allowable Expenses

• TAC & CLIBA
  – Airfare
  – Car Rental & Gas for the Rental
  – Lodging
  – Mass Transit
  – Parking and Tolls
  – Conference/Training Registration
  – Baggage Fees
    • Receipt must be in traveler’s name

• TAC Only
  – Meals (Eating Establishments & Fast Food)
TAC & CLIBA Card Restrictions

• Examples (not all inclusive):
  – CLIBA
    • Meals
      – Eating establishments and fast food restaurants
      – Hotel restaurant, room service, bar
      – Snacks & beverages at service stations
  – TAC & CLIBA
    • Declining balance/gift cards
      – Starbucks
      – Dunkin Donuts
      – Subway
    • Memberships
      – Airline clubs
      – Membership/registration bundles
Non-Compliant Issues

• Examples of non-compliant issues (not all inclusive):
  – Unauthorized travel
  • Exempt agreements not approved prior to travel purchase
  • Travel authorizations not completed/approved prior to travel purchase
    – Does not include all destinations or dates of travel
    – Insufficient funds not encumbered for purchases
  – Failure to book airfare/car rentals with authorized agencies
  – Personal use
    • Lodging, car rental, meals, baggage fees or other charges incurred during travel period that includes personal leave time
    • Gas for personal vehicle
    • Parking citations charged back to car rental agency
    • Meals/snacks/beverages for friends & family members
Non-Compliant Issues (cont.)

- Examples of non-compliant issues (not all inclusive):
  - Use in Bexar County (or designated headquarters)
    - Meals
    - Local conference/networking registration
    - Local event parking fees
    - Local use of rental car and associated gas
    - Gas for UTSA owned/leased vehicles
CLIBA Application

- **CLIBA Application**
  - Required signatures Applicant, Department Head or Supervisor, Account Manager
  - Estimate monthly travel expenditures
  - Default Cost Center/Project ID
  - Must provide sufficient funds for any and all charges made by the cardholder
Authorized to Inquire (ATI)

- **Add/Change Authorized to Inquire form**
  - Each cardholder may designate one UTSA employee to contact Citibank by *telephone* on their behalf.
  - Designated ATI (UTSA employee) is not allowed to make any changes to the cardholder’s account.
  - Can submit form at same time as a new card application
The ATI is authorized to obtain the following information:

- Cardholder account information
- A faxed or mailed cardholder statement
- Will be sent only to the fax number indicated on the ATI form and cardholder UTSA mailing address
- Ability to place a charge in dispute
May contact Citibank by calling:
- 800-248-4553
- Skip the prompts and press 0
- Enter the cardholder’s 16 digit card number
- Pressing 0; wait for assistance from a Citibank customer service representative (CSR)
ATI (cont.)

- Identify yourself to the Citibank CSR
  - Clearly state your name
  - Purpose for your call
  - Provide your passcode
    - Last four of UTEID or EMPLID
    - Mother’s Maiden Name
    - Password
Card Maintenance Request (CMR)

- The **CMR** form requires cardholder and Cost Center/Project ID Manager signatures for the following:
  - Change Credit Limit
  - Change default cost center/project ID
  - Cancel/Replace Card
  - Temporary Status Change
  - MCC/Vendor Code Change
  - International Access
CLIBA Payment Voucher

• The cardholder is responsible for:
  – Reconciliation and settlement of the CLIBA card statement
    • Verification of allowable travel expenses
    • Travel expenses are for official UTSA business
  – Ensuring the correct and timely creation, review, and final approval of the PeopleSoft Non-Purchase Order Voucher
CLIBA Payment Voucher (cont.)

• Payment vouchers are considered complete when:
  – Supporting documentation is included as required by the Travel Reimbursement FMOG
  – The Non-Purchase Order Voucher is correct with all required budgetary approvals

• Plus additional approvals required due to funding sources
Payment Deadlines

- Travel cards must be paid on or before the 20th of each month.

- The deadline to submit payment vouchers to DTS may change for holidays, short months, and fiscal year end to allow sufficient time to process payment.

  - When the 20th falls on a weekend or bank holiday, the deadline falls back to the last business day before the 20th.
Past Due CLIBA Payment

- CLIBA card voucher payments are considered past due if not received on or before the 20\textsuperscript{th} of each month.

- CLIBA card balances not paid or settled by the deadline will be charged to the default Cost Center/Project ID to ensure UTSA is in compliance with the Texas Prompt Payment Law.
  - The cardholder has five business days after payment has been made from the default account to submit supporting documentation to PTCA.
Common Voucher Errors

• An error free voucher with proper supporting documentation ensures prompt payment approval.

• Common errors:
  – Missing interim process routing form
  – Incorrect vendor
  – Incorrect card account
  – Incorrect Account Codes
  – Budget Errors
  – Incorrect payment amount

• The following slides have step-by-step instructions for creating an error free CLIBA payment.
Getting Started

Verify availability of funds through the Commitment Control module in UTShare/PeopleSoft.

Complete Interim Process Routing Form in SharePoint and forward to Budgetary Authority for approval.
Interim Process Routing Form

- Filled in automatically
- Fill in Invoice information
- **Invoice Amount** is linked to **Authorized Amount**
- Capability of inputting multiple funding sources
- **Quantity** = 1 or more
- **Authorized Amount** = sum of Amount(s)/line. Compared to **Invoice Amount**; if unbalanced, the **Authorized Amount** box will be outlined in RED

**NOTE:** Must be completed Prior to creating the voucher in UTShare/PeopleSoft
Navigation to Vouchers

1. Main Menu
2. Accounts Payable
3. Vouchers
4. Add/Update
5. Regular Entry
The **Business Unit**, **Voucher ID**, and **Voucher Style** automatically populates with the defaults.
Selecting the Vendor

Select the **Look-up** Icon at **Short Vendor Name**
Selecting the Vendor (cont.)

At Short Vendor Name enter "CITI" and select the Look Up Button.

Select the 1st name in the list.
Selecting the Vendor (Cont.)

The **Vendor Name**, **Vendor ID**, **Vendor Location**, and **Address Sequence** automatically populates.
Change Vendor Location

Vendor Locations for Citibank
- Shared
- UTSA1 (Procard)
- UTSA2 (CLIBA)
- UTSA3 (TAC)
Invoice Information

- Enter the ten(10) digits CLIBA card number in the Invoice **Number Field**
- Enter the CLIBA statement date in the **Invoice Date field**
- Enter the CLIBA statement balance due in the **Gross Invoice Amount** field
- Enter the number of estimated invoice lines
- Select the **Add button**
Invoice Information Tab

Full View of Page Broken down in three sections

Section 1

Section 2

Section 3
Payment Terms

- The *Pay Terms* default to N4EOM
- Select the Calculate Basis Date link

Payment terms automatically populate - do not change
Calculate Basis Date Page

This is the page that you will update with the Service Start and End Dates and the Payment Basis Date.
Service Dates

1. Enter the 4th of the previous month in the **Service Start Date** field

2. Enter the Statement Date in the **Service End Date** Field

3. Select the **Update All Voucher Lines** button
Calculate Basis Date

1. **Date Calculation Basis** defaults to “Texas Prompt Pay”
2. Enter the first business day after the 3rd of the month
3. Enter the statement date
4. Enter the statement date
5. Enter the statement date
6. Select the **Calculate** button – the payment basis date changes to the invoice receipt date
7. Select on **Back to Invoice** link
Show All Columns

Select the **Show All Columns** Icon
Show All Columns (Cont.)

Show all columns allows you to view all of the fields for each line item. You can also adjust the column width for each field.
Enter Empl ID

Enter the Empl ID:
- Each Invoice Line must have an **Empl ID** (Traveler or Cardholder)
- Enter the Traveler's **Empl ID**
- If Student/Guest (non Employee) enter Cardholder’s Empl ID
Select the **SpeedChart Look Up** Icon. The distribution defaults to “*Amount*” and the **Ship To** defaults to “CR10104”. You do not need to change these fields.

Enter the cost center or Project ID that was authorized for the purchase and select the **Look Up** button.

Select the **Speed Chart Key**
The speed chart for AX0028 populates the **Fund**, **Department**, **Cost Center**, and **Function**.

Fill in the dollar amount in the **Merchandise Amt** field for the first transaction, the **Quantity**, and the **Account** code to classify the expenditure.

Select the **Add a new row** Icon to add additional lines.
The speed chart for 3260300140 populates the **Fund**, **Department**, **Function**, **PC Business Unit**, **Project ID**, and **Activity**.

Fill in the dollar amount in the **Merchandise Amt** field for the first transaction, the **Quantity**, and the **Account** code to classify the expenditure.

Select the **Add a New Row** Icon to add additional lines.
SpeedChart Limitations

• SpeedCharts will only populate the first line of the voucher. Subsequent lines will have to be manually populated.

• Tip: Use the SpeedChart Lookup to obtain the entire ChartField String for a Cost Center/Project ID and write it down for manual entry to minimize errors.
Travel Account Codes

Please check with your Research Service Center (RSC) for Account codes associated with participant travel.

<table>
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<th>PEOPLESOFT SHORT TITLE</th>
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</tr>
<tr>
<td>62102</td>
<td>Trvl In St Milage</td>
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<td>Trvl In St Overnight</td>
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<td>62105</td>
<td>Trvl In St Incidental</td>
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<td>Trvl In St Meals_Lodging</td>
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<tr>
<td>62402</td>
<td>Trvl Prospective Emp</td>
</tr>
<tr>
<td>67645</td>
<td>Registration Fees Empl</td>
</tr>
</tbody>
</table>
Payment Amount

• The total of all line items should equal the amount due on the Citibank CLIBA statement.

• Charges that have been properly disputed with Citibank do not have to be paid.
  – Attach Affidavit of Unauthorized Use to payment voucher.
Assembling The Payment Voucher

• Attach the following to the printout of the Interim Process Routing form(s):
  – Cardholder statement Required Invoices/Receipts
    • Original receipts (gas, rental cars, baggage fees, etc.)
  – Travel Authorizations
    • Staff travel authorizations
    • Exempt Agreements
    • Student Travel Authorization/List of Students
    • Prospective employees/PHD Students
      – Indicate position for which being interviewed/evaluated and the department
    – Affidavit of Unauthorized Use if applicable
• Deliver in person or by campus mail on or before the 20th of each month or other published deadlines for holidays, short months, and fiscal year end.
TAC PAYMENTS

• TAC issued in traveler name.
• TAC memo statement is mailed by Citibank to the department address.
• TAC must be paid in full before the 20th of each month after the payment is authorized, regardless of the travel departure or return date.
The cardholder reviews the TAC memo statement to ensure all charges represent allowable expenses.

If the TAC memo statement reflects charges for an expense other than airfare, receipts for those expenses must be submitted to DTS.

Follow the same steps to make a CLIBA payment with the following exception:

- The invoice number is the master account number followed by the last ten digits of the card number.

5567090001968440 - XXXXXXXXXXXX
TAC Payment Process (cont.)

- If travel has not been completed, the traveler's supervisor reviews the memo statement. If all charges represent allowable expenses, the supervisor approves the memo statement for payment and the department submits a payment voucher with the memo statement to DTS on or before the 20th of the month.

  - The person who signs the traveler's TRS form is the same person who should sign the Citibank memo statement. See the Travel Reimbursement FMOG for more information.

  - The traveler/department does not have to resend the same receipts with the TRS form when settling travel expenditures.
Citibank Contacts

• Customer Service (Card Holder Support)
  – 800-248-4553

• On-Line/Web-based Tool Helpdesk
  – 800-248-4553, Option 1

• Fraud Early Warning (FEW)
  – 800-945-3114
Helpful Links

- CitiManager
- Travel Card FMOG
- Travel Advances FMOG
- Travel Reimbursement FMOG
- Texas State Charge Card Program
- Procard/Travel Cards Administration (PTCA)
QUESTIONS
Thank you!

The University of Texas at San Antonio

Financial Affairs

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