

Shelby County Government  
Policy & Procedure  
Travel Cards for Travel-Related Expenses

**A. Introduction**

Officials and employees of Shelby County Government from time to time undertake travel in carrying out their duties and responsibilities for the County. This policy & procedure is provided to pay for costs of travel in a timely and convenient manner for the traveler, administer travel-related payments and reimbursements to the traveler in an efficient and timely manner, and establish personal responsibility and accountability with the traveler for proper use of County funds and for compliance with the County Travel Policy.

**B. Eligibility**

1. A County-sponsored travel card (credit card) may be provided under provisions of this Policy to each official or employee who travels, or is expected to travel, outside the County at County expense.
2. Officials and employees who have two or more trips in the past year may be required to request a travel card. Those who decline to request a travel card will not be eligible for travel advances in any other form except for airline travel booked through the County's designated travel agency.
3. Issuance of a travel card will be subject to credit approval and other review by the issuing bank.

**C. County-Sponsored Credit Cards**

1. The County has arranged with UMB Bank, n.a. for the issuance of a Visa travel card to eligible officials and employees. The card will be in the name of the individual official or employee but will show "Shelby County Government" on the face of the card. Issuance of a card is contingent on approval by UMB Bank based on credit or other review.
2. Financial responsibility to the bank for charges on the travel card will be the sole responsibility of the official or employee to whom the card is issued. The County will have no financial responsibility directly to the bank for charges on the card/account.
3. The card is intended primarily to cover official travel-related costs of the traveler and not for personal charges of the official or employee.
4. Credit limits on the travel cards will be set at a level considered sufficient to cover travel expenses on County business.
5. If a travel card is lost or stolen the person to whom the card is issued should notify the issuing bank promptly at 1-800-847-2911 (1-800-VISA-911).
6. Cardholders leaving the employment of the County must return their travel card to the Travel Card Program Coordinator in the Finance Department (cut them in half first). The County will notify UMB Bank to cancel the card of cardholders who leave the County's employment.
7. Elected officials, directors, or administrators may request that a particular card be canceled at any time when the card is no longer needed for travel purposes, when a cardholder has transferred to another department, or for any other reason. The County may request cancellation of a card at any time.

**D. Use of County-Sponsored Travel Cards**

1. These provisions outline the permissible use of the County-sponsored travel card and do not authorize reimbursement of charges not specifically permitted by the Travel Policy or other County policies. All charges made to the travel card – whether or not reimbursable by the

County – remain the financial responsibility of the official or employee to whom the card is issued.

2. The travel card is intended primarily for charges incurred for official County travel.
3. To the extent practical, costs that must be paid in advance - such as registration fees - should be charged on the travel card. Airline tickets purchased through the County's designated travel agency may continue to be billed directly to the County rather than through the travel card. However, if an employee purchases an airline ticket from another source, the travel card should be used. When a hotel requires an advance payment or guarantee, the travel card should be used.
4. The travel card can be used for meals and entertainment of official County guests both within and outside of Shelby County.
5. The travel card can be used for expenses incurred for professional travel related to professional organizations and other travel reasonably related to the official's County position that will be paid for by the cardholder or some other party.
6. The travel card may be used for incidental expenses incurred during out-of-County travel even if such expenses are not reimbursable travel expenses. This includes charges such as meals even if in excess of per diem rates, travel expenses for a spouse accompanying the County traveler, non-reimbursable expenses at the hotel and charges for gasoline where the traveler will be reimbursed a mileage rate for travel outside Shelby County.

#### **E. Submitting Reimbursement Requests**

1. Reimbursable travel expenses charged on a travel card should be submitted on the standard Travel Expense Report form. All documentation and other provisions of the Travel Policy or other County policies remain applicable.
2. If advance expenses have been charged to a travel card and it is necessary to pay the card issuer (UMB Bank) in order to avoid interest or late payment penalties before the travel is completed and a Travel Expense Report can be submitted, the official or employee should submit a "Request for Advance Travel Expenses" form as specified in the Travel Policy.

#### **F. Requesting a Travel-Related Credit Card**

1. A travel card is requested using the form provided as Attachment 1 and should be submitted to the Travel Program Coordinator in the Finance Department. Except for Elected Officials, a higher official must approve each request. The request should be approved as follows:

<u>Requestor</u>	<u>Approved by</u>
Elected Official, Mayor or Judge	Requestor only
Within office of an Elected Official	CAO of office or Elected Official
Within the County Administration	CAO or Division Director

The credit card application required by the issuing bank must also be submitted. This form will be provided to the requestor when the request form noted above is received with the proper approval.

2. The Travel Card Program Coordinator will grant administrative approval and will submit the card application to the bank.

#### **G. Administration and Exceptions**

The Director of Administration & Finance or designees will administer this policy. The Director may approve exceptions consistent with the purpose and intent of the travel card program.

