



# Understanding TEES Credit Cards

# Two Programs

## 1. Travel Cards

Use a travel card for all business expenses related to a TEES trip: before and while in travel status.

- This includes conference registration fee if conference is not in work city (e.g., not in College Station area).
- If business meals are purchased in travel status, use travel card as well.

These cards are gray and say “712 TEES Travel Card” at bottom.

## 2. Payment Cards

Payment cards are generally eligible for use on small dollar non travel related TEES benefited purchases from vendors who accept MasterCard. Review [Payment Card Guide](#) for restrictions.

These cards are blue and say 712 TEES Payment Card at bottom.

# All Card Program Charges Feed into Concur

- All charges on either card program feed into Concur under the employee's profile.
- Employees need to setup a delegate to assist with preparation of Expense Reports. But ultimately the cardholder is responsible for ensuring reports are submitted accurately by the deadlines.
- Travel expenses are submitted on a travel policy expense report and payment card expenses will go on a payment card policy expense report. Expenses on these different cards may not be co-mingled between the two policy reports. *It is important that the correct card is used for each situation!*

# Card Inquires

- If a TEES Travel or Payment card is declined at a merchant please contact a Credit Card Admin (details on last slide) or your department business office.
- If you have an upcoming trip that requires more available balance than your travel card currently has, please contact your department business office.
- If you need to make a large purchase on the payment card (must be less than the single transaction limit of \$10,000) and do not have enough balance, please contact your department business office.
- Do not put charges on a Payment card while waiting for resolution to a Travel card issue (or vice versa). As discussed, the card programs are separate and the types of charges that are appropriate for each card are different.



# TRAVEL CARDS

# COE Travel Website

<https://tees.tamu.edu/fiscal/travel/index.html>

There are many resources available for employees on the above website. Please take the time to review resources and trainings on each tab.

Overview

## Travel



Concur

Travel References & Forms

Foreign Travel

Travel Cards

Memos & Notices

Travelers

Information and Resources for Concur, Foreign Travel and Travel Cards.

Please select the appropriate tab above.

Notice the tabs – select “Travel Cards” for details on that program or “Concur” for more about that system, etc.

# Travel Card Program

- Two card types are available:
  - University/Agency travel card (CBT) for employees
  - DART card for non-employee students, guests, and prospective employees



# CBT Travel Card for Employees

- To avoid most out-of-pocket employee travel expenses, employees should apply for a CBT card.
- CBT cards are issued in the employee's name and can be used for many categories of travel expenses on both TAMU and TEES local funds.
- The expenses are paid by a TEES/TAMU clearing account initially and you allocate the charge to the proper department account through Concur.
- Travel expenses charged to this card are the most seamless method to complete a Concur expense report.
- If College of Engineering Personnel, go through the TAMU Fiscal Office to obtain a card (complete TAMU application – not TEES!)
- If TEES personnel, go through the TEES Fiscal Office. Visit our [website](#) for links to applications and responsibilities and usage guidelines.

# More on CBT cards

- Encouraging the use of these cards will make a delegate's life easier since proof of payment issues are eliminated and charges can be moved to an expense report easily (please move within 30 days).
- The card can be used for airfare, hotel, rental car, rental car fuel, meals, registration fees, taxis, etc. on local funds (state funds are more restrictive).
- Consider keeping cards locked up centrally and disbursing before travel.
- Remind travelers that charges on a CBT are to be for just them and no other State employee. Each employee needs to pay own charges! This is an important concept for Concur and CBT cards.
- NO personal charges can be placed on cards (movies, alcohol, meals for spouse, etc).

# CBT Limits

- Consider lowering all balances for infrequent travelers and asking to have raised before they travel again.
- If COE personnel, please contact a TAMU card administrator if you need to raise/lower a card limit.

# Travel Card Training in TrainTraq

- TrainTraq course 2113989
- Short course to assist travel card holders understand their card responsibilities and the requirements for allocation and timely submission of charges.
- All new applicants for TEES CBT Employee Travel Cards are required to take the course before they will receive their travel card.
- Although written for TEES travel cards, much of it is applicable to your faculty and staff regardless of which Member issued their travel card.
- Instructions on how to access the course are available on our COE website.

# DART Cards

- Used for prospective employee, guest, and non-employee student business travel expenses.
- Issued in the agency's name and must be linked in Concur to an active employee who will be responsible for allocating the expenses on the card to the appropriate expense report in Concur.
- Can be used for any valid travel expense (airfare, hotel, rental car, rental car fuel, meals, taxis, etc.) on local funds.
- Checked out to guest, non-employee student, etc. for their travel and then cancelled once the travel period has ended.
- An employee can use their CBT card for non employee student travel or department visitor travelers (as opposed to a Dart card if that is the preference).

# Concur

- Concur allows employees to book travel and track expenses from booking to reimbursement. Therefore allowing us to better manage the travel and the reimbursement accounting process.
- For managers, department heads, and travel approvers, the system will route employee travel requests which will allow for online approval from the pre-trip to post-trip reimbursement cycle. Email notifications will assist with making approvers aware of pending items.
- If you are not familiar with Concur, please explore [this website](#) for lots of training materials including an [overview PowerPoint](#).

# Concur Expense Reports

- This is the mechanism to allocate travel expenses to accounts.
  - If the employee is out of pocket for any expenses this will generate a check or ACH to repay them.
  - If the University/Agency travel card was used, expenses will need to be properly allocated and Fiscal Office clearing account will automatically be reimbursed when report approved.
  - Expense reports should be submitted within 30 days of the end date of travel (remember, taxation starts at 90 days).

# When Should I Allocate Charges on a Travel Card to an Expense Report?

- Review your traveler profile in Concur for expenses regularly and allocate them to the proper trip as soon as possible.
- All travel card charges should be moved to an expense report within 30 days but must be done within 60 days of the transaction date of the charge.
- Why 60? That is how long we have to dispute a charge with Citibank.
- If the travel card was issued by TAMU, review reports they send out for older credit card transactions (60 and 90 day transactions).
- If travel card issued by TEES, we will contact traveler or delegate about older transactions we need taken care as soon as possible.
- Cards risk being cut off and employee taxed if charges not moved and submitted timely.



# Travel Card Charge Disputes

- Any disputes of charges on the Travel card must be initiated as quickly as possible. Attempts should be made by the cardholder to first resolve the issue directly with the vendor. If resolution cannot be reached, you may initiate a dispute for a questionable transaction by contacting Citibank Customer Service Department at 1-800-248-4553. The customer service department will handle the questions they can and if warranted will pass the call onto the Dispute Team.
- Citibank allows disputes to be initiated within 60 days of when the transaction occurred, even if the merchant is working on resolving the dispute, to ensure your dispute rights.

# Why is 90 days Important?

- *All travel expenses (credit card charges and out of pocket) must be adequately accounted for within 90 days.*
- This means submission of a Concur expense report within 90 days of the travel end date (best practice is 30 days).
- If not submitted within 90 days of travel end date, the expenses become tax reportable income to the employee and a completed tax withholding form must be attached to the expense report.
- You must address this topic either with the tax withholding form or a comment regarding late submission.

# Housekeeping

- Each Concur expense report cost about \$5 to submit. Please do not submit small straggling expenses on their own report - try to add to another report for that traveler, if possible within 60 days.
- Do not submit the report until AFTER the trip has been completed and all CBT charges have fed into Concur (usually within 5 days of last CBT card swipe).
- Travelers should confirm that all CBT charges related to this trip are accounted for on the expense report before submitting it.

# **PAYMENT CARDS**

# COE Payment Card Website

<https://tees.tamu.edu/fiscal/accounts-payable/payment-card.html>

There are many resources available for employees on the above website. Please take the time to review resources and trainings.

## Accounts Payable

AggieBuy

DCR

Forms

Memos

Payment Card

References

Vendor Setup

### Citibank Payment Card

#### Payment (Pcard) Card Program

Your position with TEES may require that you purchase needed items for the department. The Payment card program is a method for processing delegated orders through vendors that accept credit cards. Your Payment card is issued in your name. You are responsible for the security of the Payment card and transactions made with it. If you do not follow the guidelines when using the Payment card, you could receive corrective action, including termination. All charges on a Pcard must be submitted on a Concur Pcard Expense Report within 30 days of the posting.

[Credit Card Application](#)

[Cardholder SSO Training Instructions](#)

[Concur PCard Training Videos](#)

[Create Prelim Asset](#)

[Concur-How to Set Up an Expense Delegate](#)

# Payment Card (Pcard) Introduction

- The Pcard program is a method for processing delegated orders through vendors that accept MasterCard.
- Your Pcard is issued in your name.
- You are responsible for the security of the Pcard and transactions made with it. If you allow another person to use your Pcard, document that on the Payment Card Check In/Out Log.
- If you do not follow the guidelines when using the Pcard, you could receive corrective action, including termination.
- Review the [TEES Payment Card](#) website for forms and lots more information.
- Take the [Payment Card Cardholder Training](#) on TrainTraq for in-depth training.

# Pcard Important Points

- The Pcard is not for personal use.
- Always obtain a receipt or copy of invoice from the vendor that shows the itemization of goods purchased and shows the dollar amount that will be charged on the Pcard.
- All cards have monthly cardholder spending limits. Limits can be adjusted by one of the TEES Program Administrators (or by TAMU admins if COE personnel and have a TAMU issued card) by sending an email request.
- The single transaction limit is \$10,000 (including freight and installation). Do not allow the vendor to split the purchase to stay within this delegated limit.

# Sales Taxes Exempt

- TEES is exempt from Federal and Texas State sales taxes.
- We are also exempt from other states' sales tax if the goods are being shipped to us in Texas.
- Cardholders should carry tax exempt certificates to provide to vendors at time of purchase.
- Monitor each receipt at time of purchase and if tax is charged, correct immediately.
- The [Sales Tax Exempt Form](#) can be found on the Payment Card intranet website.



# If You Purchase Controlled Items

- When inventoried items are purchased, preliminary assets must be created within Canopy and the asset number field completed on the Concur expense report.
- Immediately notify your department inventory personnel as the asset must be tagged within ten calendar days.
- Remember all computer purchases must be acquired through an Engineering IT staff member.

# Receiving

- Ensure goods were received and follow up with vendors to resolve any delivery problems, discrepancies and/or damaged goods.
- Mark the goods/service received date on each receipt (or utilize the GRD field in Concur for each line item).

# Concur Pcard Expense Report

- Pcard cardholders will work with their department business office to set up delegates in Concur to assist with the expense report process.
- Provide Pcard receipts to your delegate daily or weekly.
- Review receipts for sales tax and contact the vendor immediately for a refund.
- The delegate or cardholder needs to match receipts received from the cardholder to transactions posted in Concur.
- All transactions on your Pcard must be moved to a Payment Card policy expense report and the report submitted at or before a charge reaches 30 days old.

# Itemize, Allocate and Submit

- Each transaction needs to be allocated to the proper account(s) and itemized to proper expense object code(s).
- All receipts and additional documentation (business meal form, membership form, etc) need to be attached to the expense report.
- If a delegate prepares the expense report, the cardholder must still SUBMIT the expense report.
- Review [this document](#) if you do not have a delegate who is familiar with this process.

# Disputes

- Any transactions for which the cardholder does not have a receipt could be fraudulent items, duplicate charges, non-delivery items or disputed charges.
- Work with the vendor (and/or Citibank) to resolve all issues before the transaction reaches 30 days.
- A cardholder has only 60 days to dispute a charge through Citibank.
- Disputed charges still need to be placed on an expense report and allocated to 6335 on a departmental account. Do a DCR later to move to accurate code if turns out not to be fraud and no refund (credit) will arrive.

# Credits, Returns, Sales Tax Refunds, Disputed Charges

- Allocate the original charge. DO NOT wait on the credit if the transaction has reached 30 days old.
- Assign credits and refunds to the same account and object code as the original charge.
- Add a comment referencing the Concur key number of the original charge.

# Card Administrator Contacts

- Geri Speaks  
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- Kaitlynn Holub  
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