

ULM STATE TRAVEL CARD/CBA INFORMATION

C. ALLOWABLE STATE LIABILITY TRAVEL CARD TRANSACTIONS

1. Airfare, but not baggage fees (except for Athletic teams due to sports equipment)
2. Contracted travel agency fees
3. Registration for conference/workshops, but not membership unless combined with registration fees
4. Hotel/Lodging
5. Rental vehicles (Please use the Enterprise CBA unless already traveling)
6. Parking, but only with hotel stay and combined on invoice, and PFly at New Orleans airport (except for Athletics which has parking exceptions)
7. Internet services, but only with hotel stay and combined on invoice
8. Gasoline for rental/state owned vehicle, but not if agency is part of the fuel card program/contract. If in an area where the contract is not covered, then Cardholder use the state travel card and submit receipt. Never in a personal vehicle can gasoline be purchased with a state travel card. Get mileage reimbursement on travel expense.
9. **Shuttle service, but only pre paid**, NOT for individual ground transportation such as taxi, bus, Uber, etc. These would be considered incidentals and the Cardholder should be able to be reimbursed with receipts, upon return (submit a travel expense form).

VEHICLE RENTAL UPGRADES

- No Premium upgrades allowed per OST, or the traveler must reimburse the difference!
- It is the Traveler's responsibility to obtain approval for upgrades as soon as possible, preferably before the travel, but at the latest immediately following the return. (Upon return if changes occur at the time of departure.)
- The Index account manager must approve the upgrade if different from retail.
 - Must be an acceptable reason for an upgrade
 - It is the responsibility of the Bank of America (BOA) Cardholder, not the traveler, to obtain the needed approval. It is the responsibility of the Cardholder to verify approval documentation has been obtained.
 - Approval documentation must be attached to the receipt, with the travel card or CBA account number, and submitted with the travel expense form if needed.
 - Failure to obtain proper approval may result in the Cardholder being responsible for the difference from the state's standard or intermediate rate.

EXCEPTIONS FOR ATHLETICS ONLY (must have acceptable itemized receipts)

- Coach packets
- Baggage fees for Athletic group/team travel ONLY, due to sports equipment
- Group/team meals – while traveling pre or postgame, and recruits to campus. Not individual recruit scouting trip meals. Must have signed roster attached to transaction in Works and submitted with statement.
- Parking for events, in addition to hotels and airports

MISCELLANEOUS INFORMATION

- The Cardholder ONLY is to use the card. Do not loan it out to anyone for any reason! Must have Group exception to use for any other travel, and cardholder must be present in the travel
- Follow all PPM49, State Travel Card, and Athletic Travel regulations Exceptions must have prior approval by the Office of State Travel
- Remember – NO LA state tax is allowed, so check your receipts/invoices for tax before leaving the business (LA Lodging may have occupancy tax, but not state occupancy tax.)
- Billing cycle is 9th to 8th