



<b>Title:</b>	Travel and CBA Account
<b>Effective Date:</b>	10/02/2006
<b>Last Revision Date:</b>	11/14/2012
<b>Cancellation:</b>	
<b>Office:</b>	Finance (FIN)

### *Travel and CBA Account*

#### **PURPOSE**

The administration of in-state and out-of-state travel will be managed and coordinated by the Northshore Technical Community College Finance Office to ensure internal controls exist.

#### **SCOPE AND APPLICABILITY**

The NTCC travel policy applies to all employees and officials of the Northshore Technical Community College regardless of the source of funds used to reimburse the employee for his/her travel. The Chancellor, Campus Deans, and Vice Chancellor of Finance & Administration have authority to authorize travel for NTCC employees under their jurisdiction. The State of Louisiana State Liability Travel Card and CBA Program policy covers and establishes minimum standards for possession and use. The State Liability Travel Card/CBA is a tool used to assist employees in paying for specific, higher cost travel expenses, incurred during travel for official state business. The Travel Card/CBA is a VISA account issued by Bank of America for the State of Louisiana.

This policy and procedures along with the use of the Travel Card and CBA does not negate any current requirement and/or allowances in PPM49, including the travel authorization/expense forms which must be completed for all non-routine travel, conferences and out of state travel, as well as, Purchasing Policies, Rules and Regulations, Louisiana Statutes, or Executive Orders.

#### **CONDITIONS OF PARTICIPATION**

NTCC, as a condition of participation in the State Liability Travel Card/CBA Program shall abide by the terms of this policy unless a "Request for Exception" form is submitted and approved by the Office of State Purchasing and Travel.



## DEFINITIONS

- a) **Airfares, State Contracted** –airfares, bid by the Office of State Purchasing and Travel, which are totally refundable but higher in cost due to the last seat availability requirement of the airline. These fares are usually only used for last minute notice of travel.  
State contracted airfares must be purchased with the State Liability Travel Card or an agency’s CBA account.
- b) **Blanket Authorizations** - as used in this memorandum, are travel authorizations that are used for routine in-state travel. This authorization covers travel to meetings and functions that are part of the regular duties of the employee. These authorizations are valid for one year but in no case do they extend past June 30th of the fiscal year.
- c) **CBA (Controlled Billed Account)** –a credit account issued in an agency’s name (no plastic cards issued). These accounts are direct liabilities of the State and are paid by each agency. CBA Accounts are controlled through an authorized approver(s) to provide means to purchase any allowed transactions/services allowed in this policy. See Section 4.C. Please realize that although other travel related charges are now allowed on the CBA account, the traveler needs to ensure that the actual “plastic” is not necessary, as there is no plastic issued for a CBA account.
- d) **Cycle** - the period of time between billings. For example, the State of Louisiana Travel Card closing period ends at midnight the 8<sup>th</sup> of each month. Synonymous with “billing cycle”
- e) **Cycle Limit** –maximum spending (dollar) limit a Travel Card/CBA is authorized to charge in a cycle. These limits should reflect the individual’s travel patterns. They are preventative controls and, as such, should be used judiciously.
- f) **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 Section 4C.
- g) **In-State Travel** includes all travel within the borders of the State of Louisiana.
- h) **International Travel** includes all travel outside the continental United States.
- i) **MCC Code (Merchant Category Code)** –a 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 an MCC by the acquiring bank.
- j) **Merchant** –a business or other organization that may provide goods or services to a customer. Synonymous with “supplier” or “vendor”.
- k) **Out-of-State Travel** includes all travel to other states within the continental United States.



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- l) **PPM49 (Policy and Procedure Memorandum 49)** –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.  
<http://www.doa.louisiana.gov/osp/travel/travelpolicy/2011-12travelguide.pdf>
- m) **SPL (Single Purchase Limit)** - the maximum spending (dollar) limit a Travel Card is authorized to charge in a single transaction. The SPL limit may be up to \$5,000; however, this limit should reflect the individual’s travel patterns. There are preventative controls and, as such, should be used judiciously. Purchases shall not be split with the intent of and for the purpose of evading the Travel Card single purchase limit set for cardholder.
- n) **Travel Card** - a credit account issued in an employee’s name. This account is direct liability of the State and is paid by each agency. Travel Card accounts are a tool used to assist the employee in paying for specific, higher cost travel expenses, incurred during travel for official state business only. \*NTCC does NOT participate in the Louisiana State Liability Travel Card Program.
- o) **Travel Card Log** – used in reconciliation process for purchases/services charged during the billing cycle. Log is used by matching the paper memo statement received from the bank to the log and the documentation obtained from the vendor(s).
- p) **Transaction** - a single purchase. A credit also constitutes a transaction.
- q) **Transaction Documentation** –all documents pertaining to a transaction. The documentation is also used for reconciliation at the end of the billing cycle and is to be retained with the monthly reconciliation documentation for review and audit purposes. Examples of transaction documentation include, but are not limited to: itemized purchase receipts/invoices, receiving documents, credits, disputes, written approvals, airline exception justifications/approvals, travel authorizations/expense forms, etc.

### GENERAL TRAVEL PROVISIONS

- A. Employees traveling on official business are expected to exercise the same care in incurring expenses that a prudent person would exercise if traveling on personal business. Excess cost, unnecessary routes, delays, luxury accommodations and services unnecessary or unjustified in the performance of official business are not acceptable and should be avoided.
- B. It is the employee’s responsibility to consult the Louisiana Travel Guide to familiarize themselves with the official state travel regulations and what items are reimbursable prior to the beginning of travel.
- C. Employees traveling on official business will provide themselves with sufficient funds to cover routine travel expenses. Travel advances will only be granted under extraordinary circumstances, according to PPM49.
- D. Travel must be for the proper execution of official NTCC business or implementation of college objectives. Meetings and conferences attended must be of a professional nature that relates to the attending individual’s current job duties.



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- E. Conference travel must have a separate authorization to travel approved by the supervisor and department budget head. *In-state conference travel and overnight-stay travel are not covered by a blanket travel authorization.*
- F. All air travel arrangements **MUST be made by the traveler** through a State-authorized travel agency. Employees will NOT be reimbursed for any air travel that is not made through a State-authorized travel agency. The approved state travel agencies are found in the LA Travel Guide.
- G. Personally-owned vehicles may be used for official College business if prior approval has been granted and the employee has been authorized to drive on behalf of the College and has taken the NTCC Defensive Driving Class.
- H. Only air fare and registration/dues are pre-paid directly by the College if the traveler has an approved authorization to travel and the appropriate documentation. Exceptions to this policy require approval of the NTCC Chancellor.
- I. Lodging, meals and other travel-related expenses are the initial responsibility of the traveler and are reimbursed after travel has been completed. Reimbursement for lodging and meals is handled in accordance with the Office of State Travel's reimbursement rates.

### PROCEDURES

#### IN-STATE TRAVEL REIMBURSEMENT

1. Blanket Authorizations should be submitted on a Request for Official Travel Authorization (TA) Form FIN-004 at the beginning of each fiscal year or at the time of hire to the NTCC Travel Coordinator. A TA Form FIN-004 should be completed for each of the following travel types: 1) Travel which requires overnight stay 2) Conferences/Conventions. The TA form FIN-004 should be signed/approved by the Campus Dean or VC of Finance & Administration and forwarded to the NTCC Travel Coordinator. (currently Lisa Killens) The form can be mailed, emailed/scanned, or faxed to 985-732-6604. Some campuses may use a different Travel Authorization Form(FIN-004) which is acceptable. Some Campus Deans may require their employees to complete an official TA form for each travel but this form is not needed for travel reimbursement requests for routine travel. TA FIN-004 forms should be attached to the travel expense account form # FIN-002. (after travel has occurred) The TA FIN-004 from should be forwarded to the NTCC Travel Coordinator (currently Lisa Killens), attached with the Travel Expense Account Form # FIN-002 as described below. Employees are expected to notify their supervisor prior to any travel. The VC of Finance & Administration will approve all request for official travel forms and request for reimbursement forms for the Chancellor. All employees are expected to notify their supervisor prior to any travel.
2. Each campus administrator is expected to encourage the use of a state vehicle for any official state travel visit; however, it is not required to use a state vehicle when traveling on official state business.
3. After the employee has returned from traveling, the employee will complete the Travel Expense Account Form # FIN-002 and obtain the campus dean's approval. The Campus Dean will clearly document the source of funding on the Travel Expense Account Form FIN-002. If the source of funding is not documented on the form, it will not be processed until this information is received. Each campus will submit the signed/approved FIN-002 reimbursement form and any other required documentation to the NTCC Travel Coordinator. The NTCC Travel Coordinator will process the travel reimbursement upon receipt of all required documentation. NTCC follows the guidelines of the Office of the State Travel Guidelines. Each traveling employee should become familiar with these guidelines,



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as well as the State's lodging, meal and travel expense reimbursement rates, which are available on the Office of State Travel's website, <http://www.doa.louisiana.gov/osp/travel/travelOffice.htm> before making travel arrangements.

4. The NTCC Travel Coordinator should make every effort to prioritize and process travel expense forms/travel reimbursements within 14 days of receipt. If there is information missing from the submitted travel reimbursement, the travel coordinator should notify the campus to explain what information is missing, in a timely manner.(within 1-3 days)

### STATE LIABILITY TRAVEL CARD

NTCC does NOT participate in the Louisiana State Liability Travel Card Program.

### VISA CORPORATE BUSINESS ACCOUNT (CBA) – Out-of-State Travel

1. All CBA transactions must be in accordance with PPM49 guidelines, <http://www.doa.louisiana.gov/osp/travel/travelpolicy/2011-12travelguide.pdf> , Purchasing Policies, Rules and Regulations, Louisiana Statutes and/or Executive Orders <http://www.doa.louisiana.gov/osp/osp.htm>.
2. The purpose of a CBA is to provide a tool for agencies to purchase contract and non-contract airfare and assist with payment of qualified travel expenses only. See Section 4.C. Please realize that although other travel related charges are now allowed on the CBA account, the traveler needs to ensure that the actual “plastic” is not necessary, as there is no plastic issued for a CBA account.
3. In accordance with airline contracts and PPM49, it is mandatory that all state contracted airfare be purchased with a State Liability Travel Card or an agency’s CBA account.  
**Note:** While not mandatory, the Travel Card and Agency CBA account may be used for all other non-contracted airfares.
4. The State promotes the use of the CBA account for airfares and registration; however each department head will determine who is eligible to use the CBA within their agency.
5. The account(s) are issued in the name of the agency and the program administrator is the primary point of contact for those accounts. The agency may designate multiple authorizers per account. The contract travel agency and Bank of America must be notified of authorizers for each CBA account.
6. CBA account(s) shall have an overall card cycle limit determined by the agency. These limits should reflect the agency’s travel patterns. They are preventative controls and, as such, should be used judiciously.
7. If the agency is currently set as a company with Bank of America, the Program Administrator may establish a new or additional CBA account through Bank of America’s on-line system, WORKS. If an agency is not established as a company then you must contact the State Travel Office to complete all necessary documentation.
8. The CBA accounts are also the direct liability of the state. Each agency will be responsible for ensuring all payments are made timely to the bank.
9. No plastic card is issued. These are referred to as ghost accounts. If it is determined that personal or other unauthorized charges are occurring on the CBA account, appropriate steps, up to and including dismissal, shall be taken to resolve the misuse/abuse of the account.



10. The full CBA account number shall never be put in emails, fax, reports, memo, etc. If designation of an account is necessary, only use of the last four or eight digits of the account is to be allowed.
11. All CBA accounts must be paid in full monthly and must be made by electronic payment.

### CARD MISUSE

- A. FRAUD PURCHASES** - any use of the CBA which is determined to be an intentional attempt to defraud the state for personal gain or for the personal gain of others.

An employee suspected of having misused the CBA 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 the prerogative 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 Legislative Auditor and the Director of the Office of State Purchasing.

- B. Non-Approved Purchase** – a purchase made by a State cardholder 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 CBA with no intent to deceive that College for personal gain or for the personal gain of others.

When a non-approved purchase occurs, the cardholder should be counseled to use more care in handling of the CBA. 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. Should another incident of a non-approved purchase occur within a 12 month period, the appointing authority should consider revocation of the CBA.

In the event an employee misuses the CBA account and funds are owed to the college, the employee must repay the college immediately. If the employee does not repay the college, disciplinary actions will be taken up to and including termination.

### **C. MERCHANT FORCED TRANSACTIONS**

Commercial cards are accepted by a variety of merchants that process transactions only if approved by the issuing bank thereby abiding by the card controls in place. Processing transactions are administered as follows:

Merchants processing transactions is typically a two-step process:

1. Merchant authorizes transactions against card controls (MCC, limits, exp date, etc.) and if approved receives an authorization number.
2. Merchant submits the transactions for payment from the bank.



- a. In rare instances, merchants will circumvent the authorization process and only perform step 2. This means that the merchant didn't authorize the transaction against the card controls and therefore did not receive an authorization number.
- b. If this does happen, the merchant has forfeited all dispute rights and the transaction can be disputed and unless the merchant can provide a valid authorization number, the dispute will be resolved in the cardholders favor.

#### **D. CARD SECURITY**

Each cardholder is responsible for the security of their card, and therefore should:

1. Never display their Card Account Number around their work area
2. Never give his or her Card Account Number to someone
3. Never **email** full account numbers under any circumstances

#### **1. SALES TAX**

- A. Charges are a direct liability of the State, therefore, Louisiana sales tax should not be charged on hotel, Enterprise in-state vehicle rentals and Park-N-Fly parking charges.
- B. Travelers should make every effort at the time of hotel, Enterprise in-state vehicle rental and Park-N-Fly parking charges to avoid being charged Louisiana State sales tax..

**The CBA is to be used for out-of-state air travel & registration fees only.**

**Air travel will be processed as follows:**

1. The Employee must create a profile through Short's Travel (Shorts) at <https://www.shortstravel.com/la>
2. The employee will complete an Out-of-State Travel Request form #FIN-005 and obtain the Chancellor's signature 30 days prior to travel. The Chancellor will submit the signed/approved Out-of-State Travel Request form to the NTCC Travel Coordinator. (Currently Lisa Killens) The NTCC Travel coordinator will scan/email or fax the FIN-005 form to the appropriate campus and will keep the original on file.
3. Once form #FIN-005 is signed/approved, the employee will call Short's Travel at 888-846-6810 or email [state@shortstravel.com](mailto:state@shortstravel.com) to arrange air travel and state that they want to charge it to the CBA account for Northshore Technical Community College. Shorts will either e-mail or fax the itinerary to the employee.
4. The state-authorized travel agency will email or fax the itinerary to the NTCC Travel Coordinator at [lisa.killens@NorthshoreCollege.edu](mailto:lisa.killens@NorthshoreCollege.edu) or 985-732-6604.
5. The NTCC Travel Coordinator will call Shorts to authorize the billing of the employee's air fare to the NTCC CBA account. The Campus Dean/Administrator and the employee will be notified by the NTCC Travel Coordinator when air travel is approved. Shorts will email or fax the employee the confirmed travel schedule.
6. NTCC will charge the campus for the air fare expenditures. Any fees that are incurred due to changes or cancellations will also be charged to the campus. Payment should be made to Bank of America within 25 days of statement billing date.



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*Policy Reference: Louisiana State Employees [Travel Guide](#)  
: Louisiana State Liability Travel Card and CBA Policy*

*Review Process:*

<b>X</b>	<b>Reviewing Council/Entity</b>	<b>Review Date</b>	<b>Effective Date</b>
X	Business Office Committee	09/02/2006	10/02/2006
X	Campus Deans	09/02/2006	10/02/2006
X	Chancellor	09/02/2006	10/02/2006

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