

## Tyler Independent School District Travel Card Program

I agree that the use of the JP Morgan Travel Advance Card below will be governed by the following:

- \_\_\_\_\_ • **I understand that the card is to be used for Tyler ISD business travel charges only and is not for personal use.** Use of the Travel Card for charges other than official District business is a direct violation of the state's contract with JP Morgan Chase, Ethic Commission Advisory Opinion No. 147 and the State Travel Management Program's rule [1 TAC § 125.9 (a)] and therefore, a misapplication of the state issued card. I understand that any misuse will result in cancellation of the Travel Card and I will be subject to disciplinary action. I understand I am responsible for safeguarding the Travel Card and if it is misplaced, lost, or stolen I will immediately notify the Program Administrator, Katherine Ford at 903-262-1097.
  - \_\_\_\_\_ • I understand that I will submit a completed & signed (by me & my supervisor) Travel Voucher **within five (5) working days** after return from travel to Katherine Ford. Detailed/itemized receipts and invoices for all expenditures must be attached and noted on the voucher. Note: TISD is tax exempt. Sales tax should not be charged to any receipt or invoice. If sales tax is charged, I will be responsible for repaying the district or contacting vendor for a tax refund.
  - \_\_\_\_\_ • I understand that I can only use the Travel Card for hotel charges and for gas in District rental vehicles (please provide proof of rental vehicle – Purchase Order copy). Meals can only be charged if I am traveling with students. Hotel invoices must be labeled with names of occupants. Meal receipts must be documented with a list of names.
  - \_\_\_\_\_ • Credit card summary receipts **will not be accepted** under any circumstances.
  - \_\_\_\_\_ • I understand that there are limits on the maximum hotel room charge and on meals, if appropriate. Note: TISD is exempt from **state occupancy tax** – if I am charged, I will be responsible for repaying the District.
- These items must be complete and ready for processing when turned into the Accounting Department. Please turn in your documents in an organized and systematic manner. Failure to comply can result in denial of future travel card requests.**
- \_\_\_\_\_ • I understand that I will reimburse the District for any unapproved **or undocumented charges** with my voucher within five (5) working days after my return. If I do not reimburse the District for unapproved or undocumented charges, I give the District permission to withhold that amount from my next paycheck.

**I understand the above stated policies, regulations and penalties for using a Tyler ISD Travel Card, and agree to abide by them. I acknowledge receipt of one Travel Card ending in \_\_\_\_\_, with a total limit of \$\_\_\_\_\_.**

**Traveler's Signature (Original)**

**Print Name**

**Date**

<b>Financial Services Use Only:</b>	
Card Issued on _____	_____
Date	Initials
Card returned on _____	_____
Date	Initials
Travel voucher submitted _____	
Date	
Unapproved Charges? _____	Amount if Yes: \$ _____
Employee Paid _____	Date _____ Deposit # _____

**Tyler Independent School District  
Travel Card Program  
Application & Authorization**

*\*Note: If you are requesting a cash advance, you can NOT receive a Travel Card*

**Submit this request to Financial Services at least one week before card is needed.  
Send this request to Katherine Ford/Financial Services/Administration Building.**

**TISD Travel Cards Should Only Be Used For TISD Travel Related Charges, See Below:**

- **Hotels (NO STATE TAX), Fuel ONLY in District vehicles or Rentals.**
- **Meals can ONLY be charged IF traveling with Students.**  
*Remember to turn in DETAILED receipts. Summary receipts are not allowed.*
- **Federal Funds are NOT allowed on TISD Travel Cards, with the exception of authorized airfare purchases.**  
~Can only be used for travel related charges applicable to TISD students and employees~

I authorize you to issue a Travel Card to \_\_\_\_\_ for the following:

Traveling with students to \_\_\_\_\_ (place)

Depart Date \_\_\_\_\_ Return Date \_\_\_\_\_

**OR**

For \_\_\_\_\_ (purpose).

Group trip to \_\_\_\_\_ (place)

Depart Date \_\_\_\_\_ Return Date \_\_\_\_\_

For \_\_\_\_\_ (purpose)

**OR**

To \_\_\_\_\_ (place)

Depart Date \_\_\_\_\_ Return Date \_\_\_\_\_

For \_\_\_\_\_ (purpose)

I authorize you to charge the following budget account number:

\_\_\_\_\_ not to exceed \$ \_\_\_\_\_ (\*)

---

Principal/Department Head Signature (Must have supervisory approval)

Date

(\*) This is the maximum amount that can be charged on the travel card.

Your budget account number will only be charged for approved, documented expenditures on the employee's travel voucher.

*~Failure to submit this application timely and completely may result in denial of travel card request ~*