July 7, 2011

FISCAL MEMORANDUM 11-06

TO: TTI Employees

SUBJECT: New Travel Charge Card Vendor

Citibank was awarded the new contract to provide travel charge card services to the State of Texas. Their contract took effect on September 1, 2010. JPMorgan Chase will continue to provide services until August 31, 2011.

Beginning the week of July 11, 2011, the travel cards will be sent to each eligible employee. Once the Citibank Individual Corporate Card has been received, the JPMorgan Chase Individual Corporate Card can be destroyed. Cardholders should activate their new cards and begin using them immediately. If an eligible employee does not receive a card, the employee should contact Charlene Meier. It is recommended that cardholders wait for their first statement before registering their account in CitiManager at https://home.cards.citidirect.com/CommercialCard/Cards.html. The cardholder must enter the account billing address exactly as it appears on their statement as part of the registration criteria.

TTI Travel Coordinator

Ms. Charlene Meier is the Travel Coordinator for TTI. Her responsibilities include processing Citibank Individual Corporate Card applications, canceling the Individual Corporate Card accounts, serving as the point of contact between TTI employees and Citibank personnel, monitoring the eligibility of TTI employees and personal use of the Citibank Individual Corporate Card, and maintaining the Central Bill Account. Ms. Beth Roach will provide back-up for these duties.

Eligibility

To be eligible for a state-issued Citibank Individual Corporate Card, an employee must:
* take, or be expected to take, three (3) or more business trips per fiscal year, or
* expend at least $500 per fiscal year for official state travel business.
Business-Related Charges Only While Traveling

The state-issued Citibank Individual Corporate Card is to be used for **business-related charges only while traveling on official state business.** All other purchases for the Institute should be paid by normal purchasing methods. The Citibank card will bear the State of Texas seal with the words “For Official Travel Use Only.”

While an employee is not required to accept a state-issued charge card, at a minimum, all airfare must be charged to the Citibank Individual Corporate Card or Central Bill Account (CBA). The only exception allowed is in the instance where an airline ticket charged to a personal card provides the traveler with more accident insurance coverage than the agency’s CBA or an employee’s Citibank Individual Corporate Card. (However, state contract airfare can only be charged to the agency’s CBA or an employee’s Citibank Corporate Card.) Both the agency’s CBA and the individual’s Corporate Card provide 24-hour, $350,000 travel accident insurance. In addition to this insurance, the cardholder will automatically receive $1,500 lost luggage insurance and $50,000 primary auto rental coverage if not covered on the State of Texas Rental Car Contract.

Personal Use of Citibank Corporate Card

Personal use of the Citibank Corporate Card may constitute a misapplication of State property and could be in violation of Section 39.02 of the Penal Code. The Citibank Corporate Card is to be used for business travel charges only.

Credit Limits

In May, 1998, the State Travel Management Program (STMP) implemented a $200 total dollar limit per billing cycle on non-travel charges on all state-issued individual charge cards (e.g., on all charges except those for air/rail, rental car, lodging, restaurant, public transportation, and parking). Card limits may be different than the limits that were on the JPMorgan Chase card, although the standard $200 retail spending limit will still be in effect.

Responsibility for Payment of Account/Payment Terms

The individual whose name appears on the card is solely liable and responsible for payment of the account. Citibank will bill the individual every 30 days and payment is due within 30 days of the cycle date.
Central Bill Account (CBA)

The Business Office will have an agency account for use by employees who are not eligible for an individual account. Ms. Meier should be contacted prior to each use of this account.

If you have any questions, please contact Ms. Charlene Meier at 845-9855.

Don Bugh
Executive Associate Director