

## **TRAVEL CARD PROGRAM**

West Point Consolidated School District uses a “Cardless” Travel Card Program, meaning we have a commercial credit account number but do not utilize a physical card. The purpose of this program is to provide the District with an efficient and controllable method of making some travel purchases. This policy will supplement, rather than replace, existing travel policies.

The travel card will **only** be used to pay the following District advance travel costs:

- (1) Airfare
- (2) Lodging (room only, no incidental expenses allowed)
- (3) Rental Vehicles (if accepted by vendor)
- (4) Parking (if amount is known in advance)

The following types of expenses are **not** allowable expenses:

- (1) Travel expenses for non-entity employees
- (2) Business Related Airfare combined with Personal Airfare
- (3) Baggage (can request on reimbursement)
- (4) Cash Advances
- (5) First Class or Business Class Travel; **Note:** Preferred seating, business, first-class service may be authorized if at least one of the flight segments exceeds 6 hours. A flight segment is defined as time in the air between stopovers, changing aircraft, or change of airline. Preferred seating, business or first-class travel is not reimbursable unless approved in advance. A waiver signed by the department head must be submitted and approved by Central Office prior to the trip.
- (6) Travel expenses for traveling companions or spouses
- (7) Food and beverages (including alcohol)
- (8) Personal items
- (9) Laundry
- (10) Personal Calls
- (11) Unauthorized hotel incidentals
- (12) Movies
- (13) Room Service

West Point Consolidated School District has four (4) cardless travel accounts: (1) Superintendent – for Superintendent’s expenses only, (2) Federal Programs – for Federal Program expenses only, (3) Athletics – for Athletic expenses only, and (4) District Instruction – for all other District travel expenses including student activity and Special Services. Each account has a “Cardholder” that will oversee and process transactions for that account. Once District travel has been approved on all levels, documentation may be submitted to those designated individuals to request processing of the travel expenses listed above.

**Travel expenses related to the travel card should be requested as soon as the employee has been notified about an expected conference, but no later than TWO weeks in advance of the travel date.**

Steps to take when initiating travel card expenses:

- (1) Before making any hotel reservations, first, a Digital Leave Request Form that has been approved by the Superintendent must be received by the employee.** To complete the leave request form, the employee may contact the hotel for a price, but no reservation should be made at that time.
- (2)** If travel is paid out of Federal or Athletic funds, contact those offices first.
- (3)** Once the employee has received the email with their approved leave for District travel, they may then use their personal debit or credit card to reserve lodging and request an emailed confirmation.
- (4)** Never book through a site such as Expedia, Travelocity, Priceline, etc.
- (5)** If lodging is at a Casino & Resort Hotel, contact WPCSD Accounts Payable office PRIOR to making a reservation. Only contact the hotel to verify the cost.
- (6)** If airfare or car rental is needed, it will need to be done directly by the Cardholder. Most car rental companies do not accept the travel card and the employee will have to request reimbursement for expenses in that case, with a receipt as proof, upon return from their trip if applicable.
- (7)** Give a copy of the approved leave request and the emailed confirmation to the school/department Administrative Assistant to attach to a requisition to request a Purchase Order for U.S. Bank.
- (8)** All steps from this point will be handled by the cardholder and the employee will be notified when the process is complete.
- (9)** Get a printed copy of your hotel receipt at check-out. Make sure no tax has been added if travel is in the state of Mississippi. If tax is on your receipt, get it corrected prior to leaving the hotel.
- (10)** Give a copy of the receipt to your building Administrative Assistant to close out the purchase order. Keep the original to upload and attach to your digital reimbursement request.
- (11)** All receipts will be forwarded to the Accounts Payable Department for purchase order payment and for reconciliation and payment of the commercial credit account monthly.