

VIRGINIA STATE UNIVERSITY

Section:	Administration and Finance
Procedure Number:	504
Procedure Name:	Guaranty Travel Card Program
Applicability:	All University Employees
Effective Date:	July 9, 2001
Review Date:	July 1, 2003
Revision Date:	N/A

I. Purpose

Implementation and use of the guaranty travel card will afford University employees who do not qualify for the American Express Corporate Travel Card an easy and convenient form of payment for travel-related expenses and alleviate the necessity for travel advances. The intent of this procedure is to ensure that faculty and staff of Virginia State University utilize the Guaranty Travel Card in a fiscally responsible manner.

II. Procedures


1. This procedure must be read in conjunction with Presidential Procedure, No. 503, "Corporate Travel Card Program," dated July 9, 2001, which applies to the use and limitations of the Corporate Travel Card.
2. The University guarantees the American Express Guaranty Travel Card. Should the cardholder fail to pay the monthly balance, the University is obligated to pay it.
3. Non-payment or inappropriate card usage **shall result in a requirement for immediate restitution**, and the Purchasing Director shall revoke the card and request that it be returned. This must be done in writing with a copy of the revocation notice sent to the cognizant Vice President or senior official of the University, the Internal Auditor, and the Assistant to the President for Human Resources. In addition, any related negative personnel action up to, and including, termination of employment must be included in the employee's Human Resources file. Termination must be

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considered if circumstances warrant the reporting of noncompliance to the State Police and State Auditor.

4. Prior to separation from the University, the account balance must be paid in full before an employee can be cleared by the University. Proof of payment must be produced at the time of clearance. Payment plans, with American Express, may not be acceptable for clearance.
5. The Guaranty Travel Card Process is as follows:
 - The potential cardholder must complete and submit an application to their direct supervisor after receiving notification of not qualifying for the American Express Corporate Travel Card. This should be completed no less than 30 days prior to the date of travel.
 - The paperwork will be forwarded through the potential cardholder's functional Vice President and finally to the Vice President for Administration and Finance or his designee for approval.
 - Upon approval, the application will be faxed to American Express for their approval.
 - American Express will send the card to the University's Program Administrator, within 7-10 business days.
 - Upon receipt of the card, the University's Program Administrator, will contact the cardholder and arrange pick it up of the card. Cards may only be picked up by the person whose name appears on the face of the card.

APPROVED BY: 
DATE: August 1, 2001