Effective Date: September 15, 2009
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Applies To: Colleges and the System Office
Procedure Responsibility: KCTCS Purchasing

Corporate Travel Card

Sections:

Section 4.13.1 – General
Section 4.13.2 – Application
Section 4.13.3 – Processing and Payment
Section 4.13.4 – Termination

Section 4.13.1 – General

A. KCTCS full-time employees, who routinely travel for KCTCS, as part of their job requirements, are eligible to apply for a Corporate Travel Card through KCTCS Purchasing.

B. This card should be used only for KCTCS authorized travel expenditures. For this reason, the Corporate Travel Card is limited to $500 in Retail (department stores, parking, and taxis) expenses. The KCTCS System Director of Business Services will review and approve all KCTCS part-time employee applications on a case-to-case basis.

Section 4.13.2 – Application

A. A Corporate Travel Card application is available on request from KCTCS Purchasing.

B. Once an application has been completed and the applicant has obtained all necessary signatures, the application shall be submitted to KCTCS Purchasing.

C. A properly completed Corporate Travel Card application must include the signatures of the applicant, the applicant's supervisor, and the signature of the College Business Officer at colleges or the KCTCS System Director of Business Services for system office employees.

D. KCTCS Purchasing will forward the application to the service provider for processing.

Section 4.13.3 – Processing and Payment

A. The service provider's card will be issued in the cardholder's name and is to be used only for KCTCS authorized travel expenditures. The cardholder is liable for all charges on their corporate card, with the exception of unauthorized charges, which may result from a lost or stolen card. Cardholders will be responsible for obtaining reimbursement of travel expenses, in accordance with Business Procedure 8.1. Cardholders will receive a monthly billing statement from the service provider, for which they are liable and responsible for payment.

B. The service provider provides a delinquency report to KCTCS Purchasing each month. KCTCS Purchasing will review this report and cardholders in delinquency status will be contacted to determine payment status. Charges will not be accepted on the Corporate Travel Card if a payment is 45 days or more delinquent. Once payment has been made, charges to the card will resume. Since the amount and number of delinquencies can affect the entire program, failure by an employee to make prompt payment may result in the loss of corporate card privileges for that individual

Section 4.13.4 – Termination

Upon termination of employment with KCTCS, it is the cardholder's supervisor's responsibility to notify KCTCS Purchasing of their termination. The supervisor should forward the card to KCTCS Purchasing. KCTCS Purchasing will contact the service provider to cancel their corporate card.

End of Procedure