



ASUB Standard Operating Procedure – 2005

Standard Operating Procedure Synopsis

Title: **TRAVEL CARD**

Approval Date: Dec. 15, 2021

Revision Date, if applicable: March 23, 2022

Review Date(s): March 23, 2022; Feb. 22, 2023; Feb. 14, 2024

Annual Review Date: February

Responsible Officer (RO): Vice Chancellor for Finance and Administration

Standard Operating Procedures Manager (PM): Travel Supervisor

A. Purpose and Scope

Employees and students traveling on behalf of Arkansas State University-Beebe, with an approved Travel Authorization, may contact the travel supervisor for pre-payment on airfare, registrations, and in the case of students, hotel rooms, tickets, food and other such travel as necessary. A Travel Card may not be used in place of a Procurement Card.

B. Definitions

P-Card – Procurement Card. The P-Card is issued through the procurement supervisor.

T-Card – Travel Card. The T-Card is issued through the travel supervisor.

TA – Travel Authorization

C. Procedures

1. When an employee or student trip is approved via a TA, the travel supervisor will contact the traveler(s) and gather such information as necessary in order to pre-pay for the travel.

2. Hotel rooms for employees (not acting as a sponsor for a student trip) are not eligible for pre-payment.
3. Meals are not a qualified expense allowed on any travel credit card for an individual traveler.

D. Related Information

[State of Arkansas Travel Card Policy](#)