

Commonwealth of KY Procurement Card Program Travel Cardholder Agreement

This agreement should be signed by any Travel Cardholder and Agency ProCard Administrator in conjunction with the signed Procurement Card Cardholder/Custodian Usage Agreement. Cardholders must follow the Commonwealth's travel policies including obtaining appropriate travel authorizations prior to purchase. Cardholders must complete training with the Agency ProCard Administrator.

1. Travel Cards may be issued to a Department Head and/or designated department employees who are approved by the Department Head.
2. A Travel Card is limited to allowable travel costs incurred in the performance of official duties.
3. There are two types of travel cards:
 - a. An **Individual Travel Card** is issued in the name of the employee (cardholder) for their appropriate travel expenses only. Expenses for anyone other than the cardholder shall not be charged on this card.
 - b. A **Department Travel Card** is issued in the name of the designated employee and may be used to charge appropriate department travel expenses. The Department Travel Card shall remain in the possession of the cardholder named on the card and not with the traveling individual. Lodging arrangements made by Department Travel Card shall include instructions stating the card will not be present upon check-in/check-out and only the room rate including applicable taxes shall be charged to the card.
4. Prior to receiving a Travel Card, the employee must complete cardholder training with the agency ProCard Administrator, sign the Procurement Card Cardholder/Custodian Usage Agreement, and be familiar with the Commonwealth's travel policies and procedures as well as the department's internal policies.
5. Travel Cards may be used to purchase authorized and appropriate out-of-state and in-state registrations, airfare including approved checked or carry-on baggage fees, car rental, parking, and actual lodging cost, including applicable taxes not otherwise exempt.
6. Travel cards may not be used to purchase meals not included with conference registration, entertainment, alcoholic beverages, rideshare/limousine/taxi services, goods, nor services unless otherwise specified in this agreement.

7. Travel cards may not be used for fuel purchase, meals, gift shop purchases, bar, room service, laundry, nor other hotel incidentals.
8. Additionally, the Travel Card:
 - a. Shall not be used for the purpose of paying vendors for allowable purchases of goods and services which are not for official state business travel.
 - b. Shall not be used for personal purchases or personal travel.
 - c. Cardholder should obtain and submit all receipts, invoices, and other necessary documents for each transaction as well as verify the charges on the Travel Card and to submit for approval, dispute, credits, and/or fraud processing.
 - d. Cardholder must reconcile travel-related charges within the online banking system.

Cardholder Signature	Printed Name	Date
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Agency Administrator Signature	Printed Name	Date
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Reference: FAP 111-58-00 3.e.1.

*Original retained by agency and must accompany
Procurement Card Cardholder/Custodian Usage Agreement*