



The employee to whom the Card is issued is responsible for all charges resulting from use of the Card. The Texas Administrative Code (TAC) Title 34 §20.413 (d)(3) states ...individuals who are issued state travel cards understand that payment of charges on state travel credit cards is the sole responsibility of the individual and that the state shall not be responsible for the charges or for nonpayment by the employee. Citibank will suspend or cancel the use of the card if the incurred charges are not paid in a timely manner. If the card is suspended or canceled for misuse or nonpayment, the employee will not be eligible for travel advances, or the use of the corporate BTA credit card.

4. **Reports.**

Reports provided by Citibank indicating employees who are delinquent in paying their Travel Card account, as well as employees whose charges indicate apparent misuse of the Travel Card are monitored by the TTUHSC Travel Office on a monthly basis.

5. **Notification of Delinquency in Payment or Misuse of Travel Cards.**

- a. Employees who are reported as 60 days delinquent in payment to Citibank will be notified by the Travel Office of their status and reminded they are solely responsible for the payment of such charges on the Card. The employee is responsible for contacting Citibank to arrange payment to prevent future actions. Citibank will suspend the cards of employees who are reported as 90 days delinquent. TTUHSC Travel will notify the

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