



PRAIRIE VIEW A&M UNIVERSITY

A Member of the Texas A&M University System

March 4, 2014

OFFICE OF BUSINESS AFFAIRS MEMORANDUM No. FY14-45

Distributed via Campus Email

To: Faculty and Staff

From: Corey E. Bradford 
Senior Vice President for Business Affairs

Re: Citibank Travel Credit Card

This memo is written as an annual reminder to all travelers regarding the State of Texas Corporate Credit Card issued by Citibank. The Citibank Corporate Credit Card is provided to eligible employees for the purpose of paying for expenses associated with official university travel.

Below are a number of facts that you should be reminded of as it relates to your travel credit card:

1. The travel credit card should only be used for official university travel related expenses.
2. The travel credit card is the responsibility/liability of the employee and not the University.
3. Employee should not purchase apparent non-travel related items.
4. Personal use on the travel card is prohibited and may result in your card being canceled and/or further disciplinary action being taken.
5. Monthly statement balances are due in full to Citibank by the 28th day of each month.
6. Travel credit card accounts that become delinquent are subject to being suspended or privileges revoked.
7. The University has a no tolerance policy for employees who abuse their travel card privileges.
8. An employee terminating their employment with the University when at all feasible should return the travel credit card to the Travel Office or their department administrator for cancellation.
9. Terminating employees should make sure their account balance is paid in full.

For more information on the use of the Travel Credit Card or to review the Travel Procedures Manual, please visit our website by clicking the following link:

https://www.pvamu.edu/include/Financial_Services/Travel%20Services/travel-procedures.pdf

If you have other questions related to travel, you may contact our office at 936-261-1736 or Travel@pvamu.edu.

xc: Patricia Baughman
Juliette Spivey

www.pvamu.edu

Office of Business Affairs
P.O. Box 519; MS 1300 Prairie View, Texas 77446
Phone (936) 261-2150 Fax (936) 261-2159