



State Travel Event Card

The State Travel (Citibank VISA) Event card is available to College Business Officers in every college and may be approved for other personnel at the discretion of the Accounts Payable Manager. It is used to facilitate the regular processing of group, team and student travel – five or more individuals traveling together on University business. The Event Card can be useful to campus departments if they host annual conferences, send participants (non-employee) to annual conferences or otherwise sponsor group, team, and student travel to the same event (in state or out of state) on a regular basis. The Event Card can also be used for guests of the University. The Event Card is not used for Official function expenses or to purchase individual travel expenses such as airfare for employees. Employees must use the “Ghost Card” or their individual State Travel Card (for internet airline tickets).

All purchases on the Event Card must be related to travel and made in accordance with University and State fiscal travel rules. The Event Card provides the same benefits as the individual State Travel Card. The Event Card, however, is a corporate liability card and the University pays the bill directly to Citibank. Each Event cardholder is responsible for prompt reconciliation of charges and for providing Travel with required backup. Since all Event Card charges for the University are paid as part of a single invoice, it is critical that the required paperwork be submitted in a timely manner: delinquency of one cardholder affects payment for all Event Cards on campus.

Uses of the Event Card: The Event card should never leave the cardholders possession

- Reserving conference/meeting rooms for events;
- Paying for group meals while in travel status – **No official functions;**
- Paying for group transportation to and from airports and/or events;
- Paying for car rentals (you need to contact the rental car company to set up an account exclusive to your card. Links to the contracted agencies are located on the travel webpage); and,
- Reserving hotel room blocks for group, team, and student travel.

Limitations of Event Card: The Event Card does not include cash advance option through ATM networks.

To obtain an Event Card: The Citibank Application and Cardholder Agreement must be complete before a card will be issued. A default account number must be provided as the Event Card must be paid in a timely manner.

To cover University travel-related expenses: The Event Card cardholder uses his or her card to pay for appropriate travel-related expenses. The monthly billing cycle is on the 25th. Bills can be reviewed through Citibank’s Access Online. After reconciling or disputing the listed charges, the department submits the following to Travel on or before the first of the following month:

Signed completed Event Card Payment Document.

Copy of memo bill.

A copy of the Event Card Payment Document and original receipts and memo bill should be retained in the departmental files.