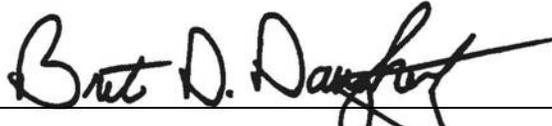




Department Policy No. FIN-117-20

Title:	State Travel Cards
Former Number:	FIN-105-02
Authorizing Source:	Article VIII, Section 5 of the Washington State Constitution RCW 39.26.090 RCW 43.09.185 Washington State Ethics Law, RCW 42.52. State Administrative and Accounting Manual, Chapter 10 (Travel), including 10.10.45 (Use of the State Charge Card System, when required, to purchase travel)
Information Contact:	Chief Financial Officer Building #1 (253) 512-8115
Effective Date:	October 7, 2002
Revised:	February 20, 2020
Mandatory Review Date:	February 20, 2024
Approved By:	 Bret D. Daugherty, Major General The Adjutant General Washington Military Department Director

Purpose

The Washington State Military Department (WMD) requires some employees to travel for business purposes and allows employees to request a travel card for use during travel status. This policy governs the travel card program to ensure travel card use complies with federal and state laws, regulations, and department policies.

Scope

This policy applies to all state employees of the WMD, including Washington Army and Air National Guard members on State Active Duty (SAD).

Policy

1. Permanent and project employees who must travel as part of their job may choose to request a WMD travel card. Use of a travel card is optional, and employees may request a card at their own discretion with supervisor approval.
2. A travel card is a credit card issued in the name of the traveler and is conditional upon the employee being eligible for a credit card according to the issuing bank. Travel cards are for the convenience of the traveler, and all risks in owning/using a travel card are assumed by the traveler. The employee is responsible for paying for any charges, including interest and fees, incurred through use of the card. Any late payments may affect the employee's credit rating.
3. Purchase of rental cars and airfare must be purchased via the agency's central travel account (as required by SAAM 10.50.35 and SAAM 10.50.45, respectively), and therefore may not be paid for using a travel card except in emergency situations in accordance with the WMD Travel Policy (FIN-102-02).
4. Travel cards may only be used for purchases and transactions that support the employee's business travel and related expenses. Allowable expenses include:
 - a. Lodging
 - b. Transportation while in travel status such as taxis, Uber/Lyft, or public transportation
 - c. Meals and incidentals while in travel status
 - d. Business-related expenses while in travel status, such as airline fees

Misuse of a travel card can result in disciplinary action, up to and including termination of employment.

5. Use of the travel card for anything other than business-related travel expenses is prohibited by state law and Article VIII, Section 5 of the Constitution of the State of Washington.
6. Failure to pay charges incurred using the WMD travel card is a violation of this policy. If the employee does not pay their WMD travel card balance, they may be subject to disciplinary actions up to and including loss of travel card privileges, garnishment of wages, or termination. Further, the issuing bank reports credit activities to all three major credit reporting agencies and the employee's credit score could be affected.

Procedures

1. **To request a card:** If an employee is required to travel for business purposes and prefers to use a WMD travel card for travel-related expenses, the employee will request a travel card by completing and submitting a Travel Card Application Form (WMD Form 1013-20) to their supervisor. The supervisor will review and if approved, submit the it to the Credit Card Administrator in the WMD State Finance Division.
2. **The employee** is responsible for completing the following training before they may receive their travel card:

- a. WA State Purchasing and Procurement Ethics
- b. WA State Small Purchases

The Agency Credit Card Administrator is responsible for confirming the employee has completed their mandatory online training, and ensuring the employee is properly trained regarding agency travel policies and appropriate use of the travel card. The Travel Analyst will then order the card on behalf of the employee. The employee must review and sign the WMD Card User Agreement Form, indicating that they understand and agree to the terms and conditions established in this policy and in the Agreement Form, prior to receiving the card.

3. **Use and Control of the Travel Card:** The employee must maintain security and control of the travel card while it is in their possession and must report lost or stolen cards or suspected fraudulent activity to the Agency Credit Card Administrator within 24 hours or the next duty day, whichever occurs first, so the account can be closed and a new card issued. The card may only be used while in travel status, or in preparation for travel status if the purchase directly supports the business travel activities (such as arranging for lodging). The employee is responsible for paying any and all charges associated with the use of the card, including any late charges, interest, and fees. The travel card must be returned to the State Finance Division upon termination of employment.
4. **Abuse of the Travel Card:** If the travel card account becomes 90 days past due, the bank will notify the Travel Analyst. The Travel Analyst will notify the employee, the employee's supervisor, and the Agency Credit Card Administrator; the employee has 7 calendar days to pay the account in full and provide confirmation of payment to the Travel Analyst. If the employee does not pay the balance in full within seven days, the State Finance Division will pay the balance, terminate the card, and notify the employee, the employee's supervisor, the Agency Credit Card Administrator, the Chief Financial Officer, and the Human Resources Manager. The State Finance Division will notify the employee by certified letter that they have 30 days to repay the agency or make repayment arrangements that are agreeable to both parties, or the debt will be sent to collections. If after 30 days the employee has not paid the debt in full or arranged for repayment, the agency will submit the debt to collections.



STATE OF WASHINGTON
MILITARY DEPARTMENT
Camp Murray, Washington 98430-5000

RECEIPT OF STATE TRAVEL CARD

I hereby acknowledge the receipt of my State Travel Card,

Last four digits of the account number _____

In consideration of the Military Department obtaining the card and providing it to me, I agree to the following:

1. I will use the card only for my business-related travel expenses, such as meals and hotels. I will not use this card for personal purchases. Using the card for other than business-related travel expenses is prohibited by Article VIII, Section 5 of the Constitution of the State of Washington and may result in cancellation.
2. I understand that the issuing bank will bill me monthly for all charges made to the card and that I will be personally responsible for paying all charges to the card. If I fail to pay the bill, the agency can pay on my behalf and send the debt to collections.
3. I will pay all charges in full shown on my monthly billing statement promptly upon receipt of the statement. I understand that I am personally responsible for, and I will promptly pay, any late payment charges that may be assessed by the issuing bank if my account becomes delinquent.
4. I understand that my card privileges may be suspended or canceled if I am delinquent in paying the issuing bank.
5. I will promptly return the card to the Military Department if requested to do so or if my employment with the Department is terminated.
6. I understand that my failure to follow these guidelines may result in corrective or disciplinary action up to and including my dismissal from employment.

Employee Signature

Date

Printed Name