



## **POARCH BAND OF CREEK INDIANS TRAVEL CARD POLICY**

### **GENERAL**

Poarch Band of Creek Indian (PBCI) travel card travelers will receive a corporate travel card to accommodate all travel needs. Travelers must request a travel card 45 days in advance of travel. Travelers will use the Travel card request form to request a travel card, the form can be found at [PBCI-ctp.com](http://PBCI-ctp.com) or in the accounting department.

The travel card may be used by PBCI employees and Tribal Council members conducting business travel on behalf of PBCI.

Each travel card bears the Cardholder's name but is actually issued to PBCI, which is responsible for making prompt payment to the bank. However, Cardholders are responsible for ensuring proper use of the card.

The Chief Financial Officer, Assistant CFO and Controller will help ensure the proper use of travel cards by overseeing PBCI implementation and approval of card usage.

### **CARDHOLDERS**

Cardholders must use the card responsibly and in accordance with this policy. Cardholder responsibilities include:

- Purchasing travel related items (i.e. training or conference fees, hotel, air fare, rental etc.) for business use only.
- Never lending or sharing the travel card or account number.
- Purchasing travel that has been preapproved in the concur platform, with exception to Tribal Council, which travel doesn't require prior approval.
- Keeping all purchases less than or equal to the amount that was prior approved.
- Returning the travel card to the PBCI CFO, ACFO or Controller and privilege of its use upon leaving PBCI membership or the position which entitled use of the card or upon ending employment with PBCI, or upon request of the CFO, ACFO, Controller and/or immediate supervisor.
- Attaching all purchasing documents, such as sales receipts, to their applicable expense report.

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## TRIBAL CHIEF FINANCIAL OFFICER

The Chief Financial Officer is responsible for:

- Ensuring that these procedures are in place for all cards before employees or Tribal Council members are given card privileges.
- Timely reconciliation.
- Appropriate record keeping.
- Knowing the travel card limitations and restrictions.
- Developing and implementing internal procedures that govern PBCI use of the travel cards.
- Sharing new program information with cardholders.
- Answering cardholder questions about use of cards.
- Monitoring card usage to ensure that PBCI policies, and internal policies and procedures are being followed.
- Assigning travel card privileges to members or staff.
- Communicating with the ACFO and/or Controller when new or modified cards are required; requesting new cards from the Bank.
- Communicating with the ACFO and/or Controller when card cancellations are required; terminating accounts and inactive cards and individual authority to use cards.
- Terminating accounts and inactive cards and individual authority to use cards.



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## POARCH BAND OF CREEK INDIANS TRAVEL CARDHOLDER AGREEMENT

### Introduction

The PBCI travel card system benefits PBCI and the cardholder by allowing the traveler to have full control over their travel and by delivering the prompt payment to each vendor.

### Policy

Travel cards are issued at the discretion of the CFO and upon an approved travel request, to current employees and Tribal Council members who have completed a travel card request form. The cardholder agrees to comply with all applicable PBCI policies and procedures and this cardholder agreement. When signed and accepted, this form acts to assign the formal delegation of travel purchase authority to a current PBCI employee or PBCI Tribal Council member to execute travel card purchases as outlined within the PBCI Travel card policy.

### Compliance with Policy, Violations and Consequences

Employee violations of this agreement or any policy regarding the purchase of travel or services related to travel will be investigated and may result in either one or more of the following actions: written warning, revocation of travel card privileges, disciplinary action, termination and/or criminal prosecution. Human error and extraordinary circumstances may be taken into consideration when investigating any violation to this agreement.

Tribal Council member violations of this agreement or any policy regarding the purchase of travel or services related to travel will be investigated and may result in either one or more of the following actions: written warning, revocation of travel card privileges, criminal prosecution and removal of service from PBCI Tribal Council (if it is found by the ethics board they are in violation of the Ethic code and such a penalty is assessed). Human error and extraordinary circumstances may be taken into consideration when investigating any violation to this agreement.

The Chairman, PBCI CFO, ACFO, Controller, Tribal Council Treasurer, and/or Ethics board have the authority to investigate and to determine whether a violation of the PBCI Travel card policy has occurred, and to recommend actions that may be taken because of such determinations. Such personnel will consider the facts and circumstances of each incident, and will take action as deemed appropriate, and as permitted by applicable law and/or PBCI policy.

### Travel card violations include:

- Purchase of items for personal use.
- Purchase of items in violation of the PBCI travel policy.
- Use of the travel card for cash advances.
- Failure to return the travel card when an employee resigns, is terminated or upon request.
- Failure to return the travel card when PBCI Tribal Council member resigns, is no longer in office, or upon request.
- Failure to complete expense reports with-in 5 business days and/or failure to attach



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correct receipts on the expense report.

## **Ownership and Cancellation of the Travel card**

The travel card remains property of the bank. It may not be transferred to, assigned to, or used by anyone other than the designated Cardholder. The Cardholder is accountable for the activity on the card. The bank or PBCI may suspend or cancel cardholder privileges at any time, for any reason. The cardholder will surrender the travel card upon request to PBCI or any authorized agent of the Bank.

## **Spending Limits**

Each travel card will be loaded upon travel request approval, cards will be loaded with the approved amount. Each travel card should not exceed the approved limit. If the rare occasion occurs where additional funds are needed for booking airfare, hotel, and etc. traveler must either request additional funds to be loaded prior to travel or use personal resources and request reimbursement upon return.

Tribal Council travel does not require request approval and cards will have a pre-set limit of \$10,000.

## **Receipts**

It is the Cardholder's responsibility to obtain transaction receipts from the merchant each time the travel card is used. Individual transaction receipts are to be attached to periodic statements and submitted to the applicable accounting office. The appropriate accounting director will be responsible for review and approval of periodic statements. The offices must keep statement data and proof of reconciliation, including receipts on file for a period consistent with legal record retention requirements.

## **Disputed Items**

It is the Cardholder's responsibility to follow-up on any erroneous charges, returns or adjustments to ensure proper credit is given on subsequent statements.

## **Protecting the Travel card**

The travel card is valuable property which requires proper treatment by the Cardholder to protect it from misuse by unauthorized parties.

## **Validation and Safekeeping**

Sign the travel card immediately upon receipt. The travel card should always be treated with the same care as personal credit cards, bankcards, cash, and checks. Keep your card(s) in an accessible, but secure location. When using the travel card for internet purchases, cardholders should ensure that the site utilizes industry recognized encryption transmission tools.

When the expiration date is passed and/or after you have received a new travel card, ~~shred~~ the old travel card and dispose of it. Make sure the travel card is returned to you after each charge and verify that the returned travel card has your name on it.