



# State of Arizona Accounting Manual

Topic 50 Travel

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Section 50 Central Travel Account (CTA)

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## INTRODUCTION

Travel for the State of Arizona is generally arranged and paid for using the Central Travel Account (CTA) or the Employee Travel Card (ETC).

The CTA, which is discussed in this Section, is also known as the “Ghost Card.” It is an account represented by an account number, however a physical card is not allowed. The card information is sent to the authorized individual by letter only.

Generally, travel arrangements, such as airfare or hotel reservations, will be made with the CTA, and expenses incurred at the destination, such as auto rentals, meals and settlements of hotel bills, will be made with the ETC.

## POLICIES

1. The CTA or ETC—not the P-Card—is to be used for expenditures directly involved in arranging or paying for State travel.
  - 1.1. With the exception of paying for conference registration fees, P-Cards shall not be used for any State travel expenses.
  - 1.2. Agencies that elect not to allow airfare purchases using the ETC must obtain at least one (1) CTA for airfare purchases.
  - 1.3. In order to properly control the expending of State funds and to monitor appropriation activity, the CTA should be utilized by all medium and large agencies, especially those agencies that do a great deal of air travel in any given fiscal year.
2. When practicable, the P-Card—not the CTA or the ETC—is to be used to book and pay for conference and training event fees. (When it is not possible to use the P-Card to pay conference and training registration fees, the CTA may be used.)
3. The CTA is a State-liability charge account available to all State agencies and is, along with the ETC, a preferred method for the reservation and purchase of:
  - 3.1. Airfare and other common carrier charges.
  - 3.2. Lodging.

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4. Agencies should maintain written policies and procedures dealing with the use of the CTA. Such policies and procedures must be consistent with statewide policy and comply with other pertinent State and Federal laws, regulations, policies and procedures.
5. Agency policy and procedure statements may incorporate statewide policy, by reference, reproduction or otherwise.
6. Agencies are responsible for familiarizing their personnel who travel for the State or who are expected to travel for the State with all State laws, regulations, policies and procedures involving travel for the State.
7. Each agency head is to appoint one or more agency employees as Agency Travel Card Program (TCP) Administrator who assumes the title, duties, and responsibilities of the position as described herein.
  - 7.1. An Agency Travel Card Program Administrator coordinates all travel card program activity—i.e., both CTA and ETC activity—in and for his agency.
  - 7.2. An agency head may designate himself as an Agency TCP Administrator.
  - 7.3. The appointment of an Agency TCP Administrator must be properly documented using Form GAO-3C to be kept on file with the GAO. The agency TCP Administrator must also take the Travel Card Administrator Program (TRVCRD\_ADM) online training available in TraCorp.
  - 7.4. Employees who are designated as Agency TCP Administrators shall not obtain an ETC or a CTA unless exceptions are granted in advance by the GAO.
8. A CTA Custodian must be assigned to each CTA at the agency.
  - 8.1. An agency may have multiple CTA Custodians and a CTA Custodian may be assigned to multiple CTAs. Each agency is responsible for determining how many CTA Custodians are necessary based upon factors such as the travel expectations, the size and complexity of the agency, agency structure, agency internal controls, internal agency policies and procedures, and agency staffing levels.
    - 8.2. Each CTA custodian must sign an affidavit acknowledging his understanding of policies and procedures for use of the CTA.
      - 8.2.1. The official Form GAO-CTA-101, State of Arizona Central Travel Account (CTA) Custodian Agreement, may be found on the GAO website under the Online Forms section.
      - 8.2.2. Each agency must use the official Form GAO-CTA-101. If an agency needs additional information to meet its specific needs, this may be accomplished by creating its own addendum to the official Form GAO-CTA-101. The Form GAO-

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- CTA-101 may be periodically updated by the GAO to meet the needs of the government.
- 8.2.3. Fully executed Forms GAO-CTA-101 must be scanned and emailed to the GAO at [afis.operations@azdoa.gov](mailto:afis.operations@azdoa.gov) not later than three (3) business days from the date of entry into the Payment Card Program (PCP) Website. Forms GAO-CTA-101 bearing original signatures must be kept on file with the agency and available for audit.
  - 8.3. The CTA custodian is responsible for monitoring all charges incurred on the CTA(s) to which he is assigned and for ensuring that the CTA number is safeguarded and accessible only to authorized personnel within his agency.
  - 8.4. In order to ensure proper segregation of duties, the designated CTA custodian cannot be responsible for the approval or payment of the monthly CTA statement. The CTA custodian must work in cooperation with employees in the agency who are responsible for approving and issuing payment to the Travel Card Program Contractor.
  - 8.5. The CTA custodian must keep adequate records (logs, itineraries, receipts and other relevant documentation) for each charge made on the CTA in order to facilitate efficient reconciliation and payment processes when the monthly CTA statement is received.
  - 8.6. In the event that a CTA custodian is notified of or discovers fraud or abuse related to the use of the CTA, he must notify the Agency Travel Card Program Administrator and the Travel Card Program Contractor immediately.
  - 8.7. Upon resignation, retirement, transfer to another State agency, or termination, the CTA custodian shall no longer be authorized to incur any charges on the CTA on behalf of the agency and the CTA should be closed as soon as possible. If the agency has no other CTA custodians, the agency should contact the GAO with a completed form GAO CTA-101 to establish a new CTA custodian. GAO will process the request to obtain a new CTA for the new custodian and set up the correct ACH information on the Vendor/Customer Address ID.
  9. The CTA may be used only in connection with activities related to travel on official State business. Such activities include the reservation and purchase of airfare, lodging (room charge, taxes and authorized surcharges only), as well as conference and training registration fees (when possible, the P-Card is to be used for conference and training registration fees).
  10. Although permitted, use of the CTA to pay for lodging should be limited to payment on behalf of those employees who cannot obtain an ETC.
    - 10.1. In most cases, it will only be practical to use the CTA for the reservation of lodging and car rental, but not the actual payment. The majority of lodging establishments

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and car rental companies require a physical payment card to be presented upon check-in.

- 10.2. In some cases, pre-payments can be arranged with lodging establishments. However, agencies should ensure that travelers have a secondary payment mechanism in place such as cash, the ETC or a personal payment card in the event there are unforeseen problems upon check-in.
11. The CTA shall not be used for any meals or incidental expenses, except for those meals that are included as part of conference or training registration fees.
12. The CTA shall not be used for any purchases that are not related to official State of Arizona travel.
13. Misuse of the CTA for personal gain by an individual can result in the revocation of the individual's card, recovery of misspent funds from the individual, as well as appropriate disciplinary and legal action.