



State of Arizona Accounting Manual

Topic 50 Travel
Section 54 Employee Travel Card (ETC)
Employee Responsibilities

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INTRODUCTION

Travel for the State of Arizona is most frequently arranged and paid for using the Central Travel Account (CTA) or the Employee Travel Card (ETC), as appropriate under the circumstances. Such usage must comply in all respects with the terms and conditions of the Travel Card Program (TCP) as outlined in SAAM Sections 5051 and 5054.

SAAM Section 5051 addresses the general policies relating to the ETC and the responsibilities of an agency in administering the ETC. This section, SAAM 5054, deals specifically with the responsibilities of an employee to whom an ETC has been issued, i.e., a cardholder.

Because they deal with different aspects of the same processes, there will be a certain amount of redundancy between SAAM Sections 5051 and 5054. This is both intentional and unavoidable.

Agency TCP Administrators are required to be familiar with both SAAM 5051 and SAAM 5054; a cardholder need only be familiar with SAAM 5054.

The term "TCP Contractor" refers to the financial institution or other commercial enterprise under contract with the State to provide ETCs to State employees. The terms "cardholder" and "employee" are both used to mean an individual to whom an ETC is issued.

The ETC is a personal liability, non-credit-building, charge card that may be issued to State employees to pay for expenses incurred in connection with authorized travel for the State.

Travel arrangements, such as airfare and hotel reservations, may be with the CTA or the ETC and expenses incurred at the destination, such as meals and hotel incidentals 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.
2. All State travelers, especially those identified as frequent travelers, are encouraged to apply for the ETC.

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3. The ETC is the preferred method for the purchase of:
 - 3.1. Meals and incidentals while in travel status.
 - 3.2. Other miscellaneous charges that are incurred by the cardholder while in travel status for the purpose of conducting official State business.
 4. The ETC shall not be used for any purchases that are unrelated to official State of Arizona travel (these include, but are not limited to, personal bills such as personal travel, entertainment, home utilities, etc.).
 5. The employee, as cardholder, is liable for all charges incurred on the ETC. The employee must make all payments to the card issuer, the TCP Contractor, on a timely basis. The State will reimburse the employee for allowable expenses upon receipt of a properly completed Form GAO-503EZ (or its authorized equivalent).
 6. Purchases of travel-related goods and services in excess of established limits (e.g., upgrades of airfare to first class, meals whose cost exceeds maximum State reimbursement rates, etc.) made while in travel status may be charged to the ETC but will not be reimbursed to the traveler by the State and will remain the sole responsibility of the cardholder.
 7. The ETC may not be used to pay for the travel-related expenses of any person other than the traveler unless that person is also traveling on official, authorized business of the State or is in the official custody of the cardholder.
 8. The State and/or the agency are not responsible for resolving any billing, payment, or charge disputes involving an employee's use of the ETC.
 9. If authorized by the traveler's agency, an ETC may, within one (1) day of commencing the trip, be used to obtain a travel advance from an ATM for the purposes of paying for non-chargeable travel expenses while on official State business.
 - 9.1. ATM cash advances or withdrawals using the ETC Card should be limited to amounts necessary to cover State travel expenses while in travel status. Excess amounts withdrawn and not used while in travel status will not be reimbursed to the cardholder but must be paid by the cardholder.
 - 9.2. Because there is a fee for each cash withdrawal from an ATM, the number of withdrawals should be held to a minimum. It is recommended that each withdrawal be an amount of at least sixty dollars (\$60).
 - 9.3. ATM cash withdrawal fees, as determined by the TCP Contractor, are reimbursable when an employee is in travel status overnight. Reimbursement of ATM cash withdrawal fees is limited to one (1) such fee every five (5) business days while in travel status. Employees may, only when using the ETC, be

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reimbursed up to eight dollars (\$8.00) per withdrawal. Cash withdrawal fees using personal payment cards are not eligible for reimbursement.

10. Employees shall generally not be issued a travel advance unless they have **either** applied for and been denied an ETC, **or** have been approved for an ETC, which is still in transit when the employee's travel commences.
 - 10.1. The Agency TCP Administrator should, for an ETC that has been approved but not yet forwarded to the employee by the TCP Contractor, enquire as to whether the ETC may be dispatched, without additional cost, by overnight courier to the employee or some alternative delivery address, such as to the employee in the care of the hotel to which the employee is traveling. If this can be accomplished, it may be in the best interest of the State and the traveler to do so.
11. Employees whose ETC privileges are revoked due to non-payment of charges are not eligible to receive travel advances. The State is not responsible for card reinstatement or any associated fees for ETCs that are revoked.
12. The cardholder must pay the entire ETC account balance upon receipt of the statement.
13. Should the account become sixty (60) days or more past due, the State reserves the right to review the account and begin payroll deductions to satisfy the debt. The State Comptroller or his designee shall have the authority to determine if payroll deductions are necessary.
14. ETC privileges may be cancelled at any time by agency management or the GAO, due to misuse of the card, change in duties, termination of employment, or any other circumstances as determined by the agency or the GAO.
15. Delinquency charges, late fees or interest incurred on the ETC will not be reimbursed. Ample time is allowed to submit a complete and accurate Form GAO-503EZ (or its authorized equivalent), receive reimbursement, and make full payment before delinquency charges are incurred.
16. Card reinstatement charges and related fees will not be paid or reimbursed by the agency or the State and remain the sole responsibility of the employee.
17. Upon a cardholder's resignation, retirement, transfer to another agency, or termination from State service, the ETC will be deactivated, preventing its further use.
18. Since the ETC is a personal liability card, the card must be issued and forwarded to the cardholder at the cardholder's home, not business, address.