

**STATE OF NEVADA
DEPARTMENT OF ADMINISTRATION
POLICY STATEMENT
ON
INDIVIDUAL LIABILITY ACCOUNT (AKA INDIVIDUAL TRAVEL CARD)**

Policy 4.1.2

Effective: 7/1/2016

Revision: N/A

PURPOSE

The purpose of this document is to establish a formal procedure for the issuance, maintenance, and collection of State approved and authorized Individual Liability Account hereinafter referred to as "Travel Card".

The State of Nevada has contracted with Bank of America (BoFA) for the issue and use of charge cards for travel related expenses. The travel card is for **official State use only** and should only be used, whenever possible, to pay for travel related expenses. Only State officers and employees who travel more than four (4) times in a year are eligible to receive a State sponsored travel card, subject to their agencies' internal policies and procedures.

Procedures exist within the Bank of America (BoFA) WORKS application (<https://payment2.works.com/works/>) to restrict card usage, including requiring real-time agency approval of the exact amount of transactions and suspending the procurement card for a period of time..

This policy applies to all Travel Card users within the State of Nevada, Department of Administration.

REFERENCES

SAM – Travel: Chapter 200
State of Nevada Individual Liability (Travel Card) Employee Agreement

DEFINITION OF ROLES

The **Travel Card Point of Contact (TCPOC)** is located in the Department of Administration, Administrative Services Division (ASD) and is the department's direct contact for the Purchasing Division and coordinates with them for Travel Card issues. The TCPOC oversees the Department of Administration's Travel Card program. The TCPOC monitors all Travel Card usage.

The **Travel Card Administrator (TCA)** provides program oversight at the Division level and is registered with the BoFA as the only individual authorized to make changes (e.g. add or cancel cards) for the agency. The TCA is designated by the agency or Division administrator or their designee.

The Purchasing Division's **Purchasing Officer** represents the State of Nevada in the procurement process to initiate the travel card RFP; conducts negotiations with the vendor resulting in a contract; handles any subsequent contract changes or extensions and provides assistance with program management. They are the administrators for daily activities associated with the use of the Travel Card. These activities include assisting agencies with

initial program sign-up; management information assistance and research; participation in statewide training programs; monthly delinquency follow-up and reporting and problem resolution.

INDIVIDUAL LIABILITY ACCOUNTS (TRAVEL CARDS) - GENERAL

The State of Nevada's Individual Liability Account (Travel Card) vendor is Bank of America (BoFA).

Travel Card charges made using the State-sponsored Travel Card are the employee's responsibility and must be paid in full each month regardless if he or she has been reimbursed for the expenditures.

Noncompliance with travel card policies is grounds for revocation of card privileges through the State facilitated program. Only one Travel Card per customer may be issued at a time.

Each Division will appoint one TCA and at the Administrator's discretion a second and/or back-up TCA if necessary.

Travel Card activity is reviewed on a monthly basis for appropriateness.

Each Division shall determine which employee(s) are to be issued a Travel Card. The employee must travel more than four (4) times per year. The employee(s) must request a Travel Card.

A card must be closed and paid in full before a new card can be issued for the same individual.

The Travel Card of an established Cardholder who is transferring out or leaving state service is to be suspended within three (3) business days after notification to the Division of his/her departure.

Misuse of card, transfer of cardholder, or separation from state service will result in:

- a. The Cardholder's account being suspended, revoked, or closed; and
- b. The card being retrieved and rendered unusable.

A Travel Card will NOT be deactivated until all charges have been paid in full.

Travel Card Administrator (TCA) Duties and/or Responsibilities:

The TCA will:

1. Coordinate applications for all employee Travel Card(s).
2. Ensure the Cardholder's Supervisor signs the Individual Liability Account aka Travel Card Employee Agreement Form.
3. Maintain copies of the signed form for both activate and inactivate agreements and scan and email or mail a copy of each signed form to the Department's TCPOC.
4. Ensure that the Cardholder receives their Travel Card and PIN Number separately if mailed following strict banking, audit, and agency rules.

5. Only mail a Travel Card to an individual cardholder if they cannot personally deliver the Travel Card and to the Cardholder.
6. Be the primary contact within the Division for processing requests for new Travel Cards.
7. Revoke charge card privileges for employees who: 1) Do not pay their Travel Card timely; 2) Are delinquent anytime more than fifteen (15) days; 3) Are delinquent two (2) or more times in a calendar year; and/or 4) Use their travel card for personal purchases.
8. Instruct the Cardholder on the proper use of the Travel Card and the consequences of unauthorized use.

Upon receipt of the Travel Card from BofA:

The TCA will:

1. Ensure the Cardholder reviews, completes, and signs the Individual Liability Account aka Travel Card Employee Agreement.
2. Ensure the Cardholder's Supervisor signs the Individual Liability Account aka Travel Card Employee Agreement.
3. Maintain a copy of the signed form and scan and email or mail a copy of the form to the Department's TCPOC.
4. Verify the information on the card, including the Cardholder's name.
5. Deliver the Travel Card to the Cardholder and immediately have the Cardholder sign the back of the card. If the card must be mailed to the Cardholder, the TCA will make sure the PIN and Card are mailed in separate envelopes.
6. Instruct the Cardholder on the proper use of Travel Card and the consequences of unauthorized use.

When unauthorized purchases are suspected:

The TCPOC will:

1. Document the unauthorized purchase.
2. Discuss the unauthorized purchase with the cardholder and/or his or her supervisor.
3. Inform the Cardholder of the possibility of the Cardholder's Travel Card being suspended, revoked, and/or otherwise terminated.

Cardholder Duties and/or Responsibilities:

The Cardholder will:

1. Abide by all the conditions noted on the Individual Liability Account aka Travel Card Employee Agreement.

2. Use the card for qualifying travel expenses only.
3. Ensure that the card is not used by another individual or agency.
4. Comply with all Division purchasing and expenditure policies and procedures, as well as, SAM 1500, other relevant state regulations, NRS, Department of Administration Policies & Procedures, and Governor's Finance Office, Division of Internal Audits Internal Controls.
5. Report any disputes or discrepancies to the TCA or TCPOC and work with the vendor, TCA/TCPOC, and financial institution to resolve any issues.
6. Immediately report any unauthorized use of the card to the TCA, the Cardholder's Supervisor and the Department's TCPOC.
7. Report any lost or stolen cards to their supervisor or TCA immediately, who will notify the Department's TCPOC and the Bank of America financial institution within 24 hours of the loss.
8. Return their card to their designated supervisor, TCA, or the TCPOC upon termination of employment or upon request by appropriate authority.

This policy is not a substitute for relevant law or regulation nor does it establish additional rights beyond those provided in law and regulation. This policy is intended to be used in conjunction with federal regulations, State law, (NRS&NAC and SAM).



Patrick Cates, Director

6/16/16

Issue Date