

**STATE OF MISSISSIPPI
DEPARTMENT OF FINANCE AND ADMINISTRATION**

SECTION	TRAVEL	SUB-SECTION 19.20.80
SUB-SECTION	TRAVEL CARD	ISSUED – 2013 REVISED - 2017

Travel Card

The Travel Card Program provides travelers a safe, effective, convenient, and commercially available method to pay for authorized travel expenses listed in the Travel Card Guidelines Policy & Procedures Manual. The travel card is intended for official state travel-related use only and should never be used for personal purchases or for other unauthorized expenses.

The Travel Card replaces the traditional credit card purchasing method of buying airline tickets, reserving hotel rooms, paying for vehicle rental services and more. The Travel Card program provides travelers with many flexibilities and efficiencies. For example, each agency or entity designates a Program Coordinator to handle all aspects of travel related plans and expenses, using the Travel Card, making travel arrangements easier on the traveler. The savings from reduced paperwork and online processing delivers a direct benefit to the entity or the cardholder.

The traveler should complete Form 19.20.80 – Support for Travel Card Expenses, attach receipts, and submit to the designated Program Coordinator as support for travel expenses paid using the Travel Card.

For more information regarding State Travel and Travel Card policies, please refer to the Office of Purchasing, Travel, and Fleet Management's Travel Card Guidelines Policy & Procedures Manual at:

<http://www.dfa.ms.gov/media/4858/1116travelcardguidelines.pdf>