

**FOR ADDITIONAL  
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**Colorado  
State**  
University

**POCKET  
GUIDE  
FOR THE USE OF THE  
STATE  
TRAVEL  
CARD**

Visit the Travel Home Page at

<http://www.colostate.edu/Depts/BusFin/trv.html>

# Use of the State Issued Travel Card

*Use of the Citibank VISA travel card is mandatory. Executive Order D 005 03 states: "...the State of Colorado will utilize the new state travel credit card to facilitate transactions regarding necessary and approved state employee travel. This card provides state travelers with a means of charging their official travel expenses while receiving a wide array of added benefits at no cost."*

**Cash Advances** are only offered on request. If a traveler requires cash advances to conduct business for the State of Colorado, the request must be made when the card is being requested. Information is on the Citibank Visa Application – CSU form.

**Credit Limits** are typically set at \$10,000. Cash advances are limited to 10% of the credit limit.

**Official State Business Use** is the only type of charge permitted on the cards. These purchases should be limited to travel related expenses like rental cars, hotels, meals and ground transportation. Travelers are allowed to make internet airfare purchases on the individual travel card if all state and agency policies are followed.

## Benefits

**Convenience** is offered to state travelers through a universally recognized and accepted VISA travel card.

**Insurance** provided by the Citibank travel card provides primary collision damage waiver (CDW) coverage on rental cars to the full value of the vehicle. The card will not provide CDW coverage on vans with capacity for more than 8 passengers, cargo vans or trucks. With the

Citibank travel card, any traveler renting an 8+ passenger van, truck, or cargo van must buy collision damage waiver insurance provided by the rental car firm. The Citibank travel card also provides up to \$350,000 in accidental death and dismemberment insurance on common carriers—airlines, trains, limousines and shuttles. Travelers will also have lost baggage coverage up to \$1,250 for items lost by common carriers.

**Lost Card Protection** is afforded to cardholders and to the State. You will not be liable for unauthorized charges that occur after you notify Citibank, by phone and in writing, of the loss, theft or possible unauthorized use of the travel card. See Reporting Lost or Stolen Cards.

**No Annual Fee** is associated with the Citibank travel card.

**Online Access** Citibank Citimanager is an exclusive web-based electronic management tool that provides state travel cardholders with quick access to their complete account information enabling individuals to view their account activity and billing statements online.

## Responsibilities

**Payment Terms** provide that the cardholder will not incur a late fee if payment is made within 59 days. At 60 days, two and one half percent interest is applied to balances and the account is suspended until payment is received. If payment is not received by 90 days, the account is closed. If your card is suspended or closed you must notify Travel via email to have your card reinstated. Please be sure to provide the date the card was paid in full.

**Cardholder Agreements** must be signed prior to issuance; all cardholders are now required to sign a cardholder agreement. The agreement clarifies the responsibilities of cardholders in areas such as restrictions on use of the card to official

travel, Citibank billing terms, and access to rules via internet links regarding applicable Procurement Code provisions, Fiscal Rules and Travel Rules.

**Lost or Stolen Cards** must be reported immediately by phone as required by the contract 800-248-4553.

**Taxes** differ by type of card and liability. Individual travel card charges are NOT tax exempt.