

STATE OF MISSOURI CORPORATE TRAVEL CARDS

(Individual Business Travel Cards)

Office of Administration
Division of Accounting

What is the Corporate Travel Card?

- Individual liability credit card
- For active State of Missouri employees
- Used for business travel expenses
- Issued by UMB/Visa
- Subject to personal credit history; credit determinations are made by UMB.

Corporate Travel Card

- Net volume earns 1.440% quarterly rebate, which is deposited into GR.
- Requests for account assistance, payments, and disputes are the employee's responsibility.
- Employees-not State agencies-are liable for expenses incurred by the Corporate Travel Card.

Corporate Travel Card

- Cards will be cancelled upon termination of State of Missouri employment.
- Employees may cancel their cards through UMB at any time.
- UMB sends a monthly interface file to SAMII HR to reconcile active cardholders' SSN to active employees' SSN.

Corporate Travel Card

- Card can be used to book airfare, pay for lodging, rent vehicles, pay for meals, and other business travel related expenses.
- Employees request reimbursement of travel expenses through the employee expense report, which can then be used to pay the credit card.

Differences Between Corporate Travel Card and State Purchasing Card



- State of Missouri Business Travel Card
- Silver background
- State Seal Logo
- Employee Name



- State of Missouri Purchasing Card
- State Capitol Building background
- Agency Name & Logo
- Employee Name
- Tax Exempt Number on back
- "For Official Business Only"

Differences Between Corporate Travel Card and State Purchasing Card

- State Purchasing Cards are state liability credit cards.
- Corporate Travel Cards are individual liability credit cards.
- Both earn 1.440% rebate on net volume.

Differences Between Corporate Travel Card and State Purchasing Card

- Corporate Travel Cards are subject to employee's personal credit history.
- State Purchasing Cards are not tied to the employee's credit history in any way.
- State Purchasing Card use is regulated by the State Purchasing Card Policy & Procedure Manual.

Differences Between Corporate Travel Card and State Purchasing Card

- State Purchasing Cards do not incur fees or interest charges. Corporate Travel Cards are subject to late payment fees and/or interest charges.
- Corporate Travel Cards are paid by employees' personal funds. State P-Cards are paid from agency appropriated funds in SAMII Financial.

Corporate Travel Card

- Applications available online at:
<http://oa.mo.gov/acct/umb/pdf/files/000906.pdf>
- Applications must be sent to OA Accounting for verification of employment:

State of Missouri Business Travel Card Coordinator

Post Office Box 809

Jefferson City, MO 65102

Fax: 573-526-9810

Email: Jennifer.Hall@oa.mo.gov

Questions?

Jennifer Hall

State P-Card & Travel Card Coordinator

573-751-1897

Jennifer.Hall@oa.mo.gov