



Office of State Travel

Statewide Card Policy Changes



Statewide Card Policy

- The Office of State Travel has revised the card policies for the LaCarte and Travel Card into one policy.
- Benefits
 - Streamline procedures, enhance clarity, and improve efficiency.
 - Reduces redundancy, ensures consistency, and simplifies compliance with one policy.



Definitions

- Agency Program Administrator- The State employee responsible for administering and managing the State of Louisiana's liability cards at the agency level and acts as the main contact between the agency, the State, and the issuing bank.
- State Program Administrator – serves as the central point of contact in the Office of State Travel, responsible for managing and overseeing the State's Card Programs.



Definitions

- Billing Cycle – The period of time between billings. The State of Louisiana P-Card closing period ends at midnight on the 5th of each month. The State of Louisiana Travel Card closing period ends at midnight on the 8th of each month.
- Dormant Card – an account with no transactions within a twelve-month period.



Definitions

- Single Transaction Limit (STL) – refers to the maximum spending (dollar) limit that a card can charge for a single transaction.
 - The STL limit may be up to \$5,000; however, this limit should reflect the individual's purchasing patterns.
- Spend Control Profile – a unique profile associated with a cardholder, sets the card credit limit, single transaction limit, and MCCs on the cardholder's ability to make purchases on behalf of the State.



General Conditions

- The General Conditions have been updated to address key principles, responsibilities, and expectations to ensure consistency and compliance.
- These conditions include:
 - Completion of yearly agreement forms for all participants (NEW FORMS)
 - Cardholders must be approved by the appropriate agency authority, and cards should be distributed only to frequent purchasers/travelers based on the request of a supervisor, manager, or department head, not as an automatic process upon hiring.
 - No cards, including CBA, shall be issued to Agency Program Administrators, department heads, auditors, or any person associated with administering/monitoring the program.
 - This includes person responsible for monthly audits/reports and second-level review of agency program.
 - Training:
 - Continuous training must be conducted at agencies for all cardholders and approvers along with completing the Office of State Travel's online certification course on an annual basis.
 - OST has combined all online certification courses. Only one course is required.



Roles and Responsibilities

- Each role within the card program has an exact duty and responsibility for a successful card program.
- Roles are broken down into the following categories:
 - Office of State Travel
 - Department Head
 - Agency Requirements
 - Internal controls
 - Agency Program Administrator
 - Approver
 - Cardholders/Accountholders



Reconciliation & Payment

- Major Change! End of billing cycle paper reconciliation no longer required!
- All documentation must be scanned into Works[®] along with any additional supporting documentation.
- Agencies must develop internal reconciliation procedures to timely reconcile their monthly statements and address any issues with Bank of America before the payment due date.



Reconciliation & Payment

- Batching is required in Works® for LaGov agencies and agencies are to ensure it matches to the Statement Billing file for payment.
 - PCard-Must be completed by close of business on 14th of each month.
 - Travel Card-Must be completed by close of business on 17th of each month.
- LaGov Agencies must ensure the accounting code for each card is entered in Works® to avoid payment issues with BOA.
 - Recommend running card status report in Works® containing the card accounting field by the 4th of the month for PCard and the 7th of the month for Travel Card.
- Non-LaGov Agencies that do not receive an interface to their accounting system will be responsible for ensuring that the reconciliation is completed. All payments must be made in full by the payment due date. Payments must be made with one electronic funds transfer (EFT) to Bank of America and should be setup for automatic payments.



Documentation

- Minimum documentation requirements added to policy
- All documentation must be uploaded into Works® with the transaction.
- If all documentation is not uploaded in Works®, this will be considered a finding.
- All transactions must have a detailed, itemized receipt.
- Documentation must be adequate to comply with purchasing policies, rules and regulations, mandates, Louisiana Statutes, Executive Orders, internal agency policies and procedures, and/or PPM49 and for recording of expenditures in the state/agency accounting system.



Minimum Documentation Requirements

PURCHASES FOR GOODS AND SERVICES

- Legible itemized receipt

Invoices/receipts must meet the following minimum requirements:

- Complete Supplier Information (name, location)
- Date of Purchase
- Description (a receipt description which only states "Miscellaneous", "Merchandise", or only includes a vendor's stock or item number, is not acceptable).
- Unit price and quantity
- Transaction total



Minimum Documentation Requirements

TRAVEL RELATED EXPENSES

- Non-Routine Travel
 - Travel Authorization along with:
 - Lodging transactions must include itemized receipt/folio
 - Conference lodging transactions must show proof of the conference room rate.
 - Airfare transactions must include the itinerary with total cost
 - Conference registration invoice/receipt with total cost and conference agenda.
 - Rental vehicle invoice
 - Approvals for waivers to Policy and Procedure Memorandum 49 (PPM49)



Minimum Documentation Requirements

TRAVEL RELATED EXPENSES

- Routine Travel
 - Routine travel must be noted in Works[®].
 - Lodging transactions must include itemized receipt/folio.
 - Airfare transactions must include the itinerary with total cost.
 - Rental vehicle invoice
 - Approvals for waivers to Policy and Procedure Memorandum 49 (PPM49)

Note: Blanket/Annual Travel Authorizations must be made available upon request from the Office of State Travel.



Minimum Documentation Requirements

FOOD PURCHASES (must have prior approval)

- Itemized receipt
- Special meals and student group meals, including athletics, must include sign-in sheet.
- Additional documentation steps that are strongly encouraged, and would strengthen controls in the review process, include:
 - Documenting the reason for the purchase on the receipt, along with signature from cardholder and approver
 - Inventory-type purchases (electronic, etc.) should have "received by" and a signature on the packing slip or other shipping documentation to ensure that the purchase arrived and is accounted for at the agency.



Policy Acknowledgements

- Policy Acknowledgements
 - New policy acknowledgement to be signed for each agency with department head signature and both PA's then sent to State Travel.
- Agencies must revise internal card policies and submit them to the Office of State Travel at StateTravel@LA.Gov for review by 12/31/2024.



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