



OBM

December 22, 2005

MEMORANDUM TO: Directors and Fiscal Officers of State Agencies

FROM: Dawn Gatterdam
Acting Administrator
State Accounting

A handwritten signature in black ink that reads "Dawn Gatterdam".

SUBJECT: Changes to State of Ohio Travel Card Program

The purpose of this letter is to notify you of changes to the State's Travel Card Program and to provide guidelines that your agency must follow in order to participate in the program.

PNC Bank has been awarded the contract to replace American Express for the State's Travel Card Program. As a result of this change, American Express cards will be terminated. OBM will work with American Express cardholders to terminate the American Express cards.

The Travel Card Program consists of two types of cards, the **PNC Individual Liability Card** and the **PNC Business Travel Account**. To participate in either program, your agency must designate an **Agency Card Administrator** by completing and submitting the attached PNC Bank Agency Card Administrator (ACA) Authorization (Form OBM TC1) to OBM by January 5, 2006. The Agency Card Administrator responsibilities include assisting your agency with its participation in the program by serving as contact for issuance and cancellation of Travel Cards for PNC Individual Liability Cards and PNC Business Travel Account cardholders. A complete description of the responsibilities of an Agency Card Administrator is attached (see Form OBM TC3). Please review this carefully. *If your Agency Card Administrator changes, please inform OBM.*

PNC Individual Liability Card: The card is made available to the state agency traveler with no annual fee. The individual card allows the traveler to segregate all state travel charges on a single card. PNC Bank will underwrite the proposed cardholder's credit in accordance with its credit policies and may either approve or decline the application for credit. Once approved, the individual cardholder enters into a contract with PNC Bank and agrees to pay the balance of the account in full each month on or before the payment due date.

Additionally, PNC Bank will consider an application only if the designated **Agency Card Administrator** approves the issuance of a card to the individual state agency traveler. A state agency shall approve applications **only for frequent state agency travelers**. The state agency and the State of Ohio have no liability for the payment of the charges placed on the individual card. All cardholders must submit timely travel expense reports and make full payment of all charges on the card each billing cycle. The state travel reimbursement process is unchanged.

PNC Business Travel Account: A state agency may obtain a business travel account (BTA) for the direct billing of *airline tickets only*. Since this is an agency account, the agency is responsible for the appropriate use of the card and for the payment of all charges billed to a BTA. Therefore, the agency shall secure the account and limit the use of the account to one employee whose name appears on the

account. Should your agency wish to obtain the BTA account, please have the individual(s) complete the attached PNC Bank Agency Card Authorization (Form OBM TC2) and return to OBM by January 5, 2006. OBM must review and approve the requests before submission to PNC Bank. The designated individual will be responsible for processing payment for all Business Travel Account (BTA) bills promptly. The full amount billed for tickets ordered by the agency must be paid monthly through EFT.

We are incorporating these changes because PNC Bank is capable of meeting the current needs of the State's Travel Program as well as any future needs or changes that may occur. For those agencies whose employees have American Express cards, those cards will be phased out as PNC cards are issued. In order for the transition to PNC Bank cards to be straightforward and trouble-free, we need your help getting the word out. We are planning orientation meetings for Agency Card Administrators and your cooperation in assuring their attendance is appreciated.

As a review, to participate in the program and to be included in the Agency Card Administrator orientation meeting, please have a designated Agency Card Administrator complete and return Form OBM TC1 to OBM by January 5, 2006. Once we've received your Agency Card Administrator Authorization, we'll contact your administrator to schedule orientation and to coordinate the completion of applications for your travelers. Please contact Lisa Scharlott at (614) 466-1606 if you have any questions, concerns, or comments.

Enclosures

PNC Bank Agency Card Authorization

Your participation in the PNC Visa Travel Card Program is a convenience that carries responsibilities. Although the card is issued in your name, it should be considered property of the State of Ohio and should be used with good judgment. The card is for direct billing of airline tickets only. You are the only person authorized to use the card and are accountable for all charges made against the card.

Please submit the following information in order to obtain a PNC Bank credit application, to enroll in training, and to receive your PNC Bank Agency Travel Card.

Name of State Agency (*Complete Name Please*)

Name of PNC Bank Agency Card Employee

Employee Street Address	City	State	Zip Code
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Employee Telephone (Area Code + No.)	Fax (Area Code + No.)
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Employee E-Mail Address

Approved by:

It is hereby certified that _____ is the Agency Card

Employee responsible for the appropriate use of the card and for the payment of all

charges billed to a BTA for this agency this _____ day of

_____, 20_____.

Signature of agency head or other elected or duly appointed state officer

Return PNC Bank Agency Card forms by January 5, 2006 to:

Office of Budget and Management

State Accounting Division Attn: Lisa Scharlott

30 East Broad Street, 34th Floor

Columbus, Ohio 43215

Revised 12/15/05 OBM TC2

PNC Bank Travel Card Program

Responsibilities of Agency Card Administrator (ACA)

- ▶ At the discretion of the agency, authorize the issuance of individual corporate card applications only for employees who frequently travel on agency business. Neither the agency/state nor the ACA assumes any liability for the individual cards. The individual cardmember is responsible for the proper use of and the payment of all charges to the individual account. An ACA or other staff person shall not guarantee an individual account or agree to assume any agency/state liability for an individual account.

- ▶ Cancel cards of employees who no longer travel (inactive accounts).

- ▶ Cancel a card immediately when an employee leaves the agency. Work with the agency Human Resources section to collect the card and cancel the card as part of the agency's job exit process. Periodically review the agency's cardmember listing and cancel all cards of former employees.

- ▶ Transfer a card if an employee transfers to another state agency if the other agency agrees to the transfer of the account. If the other agency does not agree, cancel the card.

- ▶ Encourage agency cardmembers to submit timely expense reports and to make timely account payments. PNC Bank requires cardholders to pay the balance of accounts in full each month on or before the payment due date.

- ▶ Upon request of PNC Bank, provide PNC Bank with any information available to the state agency that PNC Bank legally and reasonably requests concerning the whereabouts of a cardmember, his/her last known address, his/her use of the card, and any available documentation or support related to that use. Providing other information or counseling an employee regarding his/her delinquency is not required.