

The background features a dark blue gradient with a series of curved, parallel lines that create a sense of depth and movement. On the right side, there is a glowing, grid-like structure that appears to be a tunnel or a futuristic architectural element, illuminated from within, creating a bright blue light effect.

Your CitiBank Travel Card

BIA PATHWAYS PROGRAM

Q: Who needs a travel card?

- A: All government employees who will potentially travel.
- It functions like a credit card, but you will manage it differently.
- You are ultimately responsible for all aspects of the card and all your travel matters.
- Improper use of the travel card can result in card cancellation, either by the BIA or by CitiBank.
- A government travel card is a privilege, not a right. If your account is closed by the bank, you will pay for future travel out of pocket.

Q: Where can I get a travel card?

- A: Pathways coordinators can help you begin the online application process via CitiManager.
- Once you are given the green light, you will have to fill out the digital form and apply yourself.

Intertwined with Travel

- Concur is the website where you can arrange travel and process vouchers.
- A **Travel Authorization (TA)** is the expected itinerary of your upcoming trip. A TA estimates your expenses.
- A **Travel Voucher (TV)** is how you close out your trip and apply to be reimbursed for your meals and incidental expenses (M&IE).



How to use your card while traveling:

- Keep every receipt that used your travel card.
- Federal cards are tax exempt. Some states may not recognize it.
- You will have to pay the bank back for food purchases. You are reimbursed a per diem for meals, but you are only repaid AFTER you voucher.
- Do not use the travel card for room service, food at gas stations, or anywhere else where the charge may not appear on your balance.
- Unscheduled expenses may happen while in travel status, but repeated misuse of the travel card could result in its closure.

Key Terms

- **Centrally billed (CB)** charges are those that the BIA will pay for. These are typically your plane ticket, hotel rate, rental car, and other essential travel charges.
- **Individually billed (IB)** charges are those that you will repay to CitiBank yourself. These are almost exclusively anything related to food and groceries.
- **Transfers** are when you want to move charges between the billing types – **IB** to **CB** or **CB** to **IB**.
- **Reconciliation** is ensuring your charges match your allowable expenses and all discrepancies are resolved.

Mind the Memo Line

You are responsible for paying back all IB charges above the memo line.

Trans Date	Post Date	MCC	Reference Number	Description/Location	Amount
***** NOTICE MEMO ITEM(S) LISTED BELOW *****					
08/11	08/12		WWW.CONCUR.COWA	98052 US	14.50
***** TOTAL AMOUNT OF MEMO ITEM(S):					\$14.50

CB charges are those between these memo line tags.

Q: When do I reconcile my statement?

- A: On the 20th of every month after use.
- Log into your CitiManager* online account and review your latest statement, if you have one.
- Be sure to mind the memo line items; you are responsible for paying the bank back all non-memo line charges.
- Be sure to alert your supervisor (who will notify their A/OPC) about any discrepancies on your statement. These can include:
 - Transfers
 - Incorrect amounts
 - Disputes

* <https://home.cards.citidirect.com/CommercialCard/login?locale=en>

How to reconcile your statement:

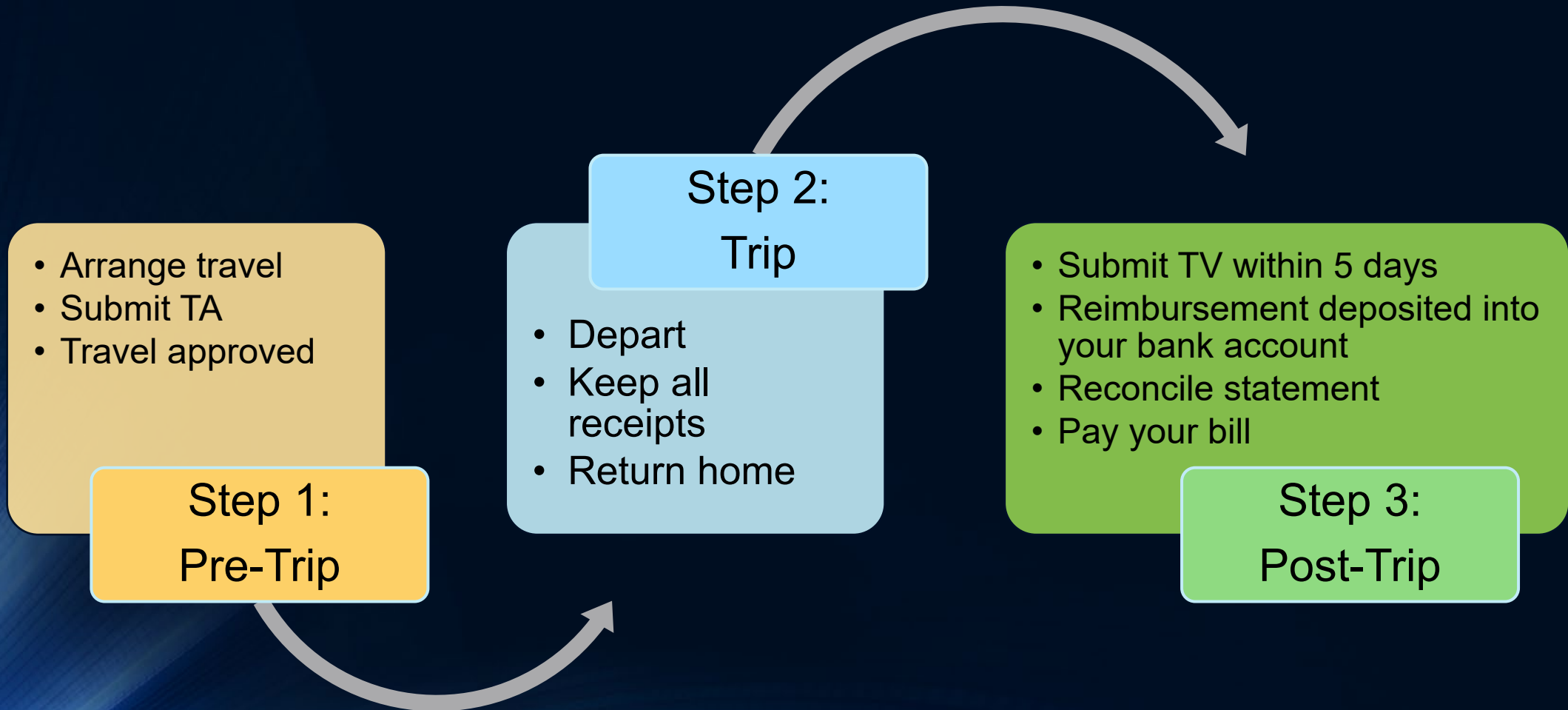
1. *Print your statement
2. Review each memo line (CB) charge
3. Resolve any discrepancies
4. Include all matching receipts; or reference the TV that has them
5. Sign and date as cardholder
6. Submit to your supervisor to sign and date
7. Maintain the record of your reconciled statement

*In the future, this process will be replaced by an online process within CitiManager

Q: Why do I have a balance due?

- A: You used your card for individually billed charges.
- If you use your card for these expenses, expect a bill:
 - UberEats, DoorDash, etc.
 - Fast Food, Restaurants, Groceries
 - Convenience stores
- You are due your per diem amount upon vouchering, which can then be used to repay the bank. This is why you are encouraged to voucher as soon as you return.
- You can pay your bill through CitiManager.
- Don't be late. 2.5% late fee.

Obligatory Visualizer



Cash Advances

- You can use your travel card for cash withdrawals during travel and up to 5 days prior to departure.
- Cash is IB.
- Be warned, improper use of cash advances is a common grounds for termination of employment.
- Do not “double-dip” by withdrawing cash AND using the travel card for meals.

Be sure you know your daily per diem, which varies by locality and is shown on your TA. Your cash or IB charges cannot exceed your total per diem allowance.