

## **Details on the New Pre-Paid Lodging Travel Card Program**

Starting in January 2014, HISD employees who must travel as a part of their jobs will be able to obtain a pre-paid lodging travel card to cover the cost of overnight hotel stays. Below is a list of Frequently Asked Questions related to this program for employees' convenience.

### **Why is the pre-paid lodging travel card program necessary?**

One of the most common complaints reported by employees who must stay overnight in other cities is encountering hotels that refuse to accept checks issued by the district to pay for their stays. This can pose a real financial hardship for employees, as some may not be able to cover the cost themselves out of pocket or wait for the district to reimburse them. The pre-paid lodging travel card program was designed to prevent this scenario from happening.

### **How do I obtain a pre-paid lodging travel card?**

Employees must still submit their travel requests through the usual channels. Once requests are approved, employees will be contacted via email and asked to come to the [Procurement Services department](#) at the district's headquarters (4400 W. 18<sup>th</sup> St., 77092) to pick up a card and sign some related paperwork.

### **Can I send my secretary to pick up the card instead?**

No. Because the employee to whom the card is being issued is assuming responsibility for district resources—and he or she must sign off on an official document agreeing to abide by the program's rules—only the person who will actually be traveling may pick up the card.

### **Will I need to present identification to use the card?**

Yes. Usually a driver's license or government-issued I.D. card will suffice. Approved card-users will also be provided with a copy of the district's tax-exempt form and a pre-authorization letter with your name and hotel reservation confirmation number on it. Travelers are also encouraged to bring along a printed copy of their itinerary for reference.

### **Can I pay for meals, taxi rides, tips, or other expenses with the pre-paid cards?**

No. The cards will be pre-loaded with only the agreed-upon amount for nightly hotel charges. Any other attempted purchases will be declined.

### **When do the cards expire?**

Expiration dates printed on the cards themselves will vary, but the funds for a particular trip will only be accessible during the approved window of travel.

**What should I do with the card after the trip?**

Please return the card, along with an itemized hotel bill, to Accounts Payable when you submit your other travel receipts for reimbursement within 10 days of completing the trip.

**Who can I contact if I still have questions?**

Please contact Stuart Stradford in Procurement Services at 713-556-6515 or send him [an email](#).