



TITLE	POLICY NUMBER	
Central Travel Account (CTA)	DCS 03-10	
RESPONSIBLE AREA	EFFECTIVE DATE	REVISION
Office of Accounting	April 21, 2021	

I. POLICY STATEMENT

The Department of Child Safety (DCS) is committed to the prudent use of resources and to providing services throughout the state in a consistent manner.

II. APPLICABILITY

This policy applies to all DCS employees issued an Employee Identification Number (EIN) who travel in state and out-of-state for approved employment-related purposes.

III. AUTHORITY

A.R.S. § 8-453(B)(4)	Powers and duties
A.R.S. § 38-622	Authorization for travel; claims
A.R.S. § 38-626	Out-of-state travel; approval; exemptions
DCS 03-04	Employee Travel Card Policy
State of Arizona Accounting Manual	Topic 50, Travel
State of Arizona Accounting Manual	Topic 50, Section 50, Central Travel Account

IV. DEFINITIONS

ADTRAV: The State of Arizona contracted travel agency.

Central Travel Account (CTA): A credit card used for charges directly related to arranging or paying for State travel.

Central Travel Account Custodian: The person responsible for monitoring all charges incurred on the CTA(s) to which he or she is assigned and for ensuring that the CTA number is safeguarded and accessible only to authorized personnel within DCS.

CFO: Chief Financial Officer of the Arizona Department of Child Safety.

Contractor: For the purposes of this policy, US Bank.

Department or DCS: The Arizona Department of Child Safety.

Employee: For the purpose of this policy, all DCS employees issued an Employee Identification Number.

Employee Travel Card (ETC): A credit card used by employees while in travel status.

Employee Travel Card Policy: A DCS policy ([DCS 03-04](#)) that establishes the purposes (transportation charges, meals, incidental expenses, other miscellaneous charges) for which an ETC card is used.

Ghost Card: A CTA card (not necessarily a physical card) represented by an account number.

Itinerary: A travel document recording a route or journey, including a price quote.

Lodging: The temporary use of a hotel room, motel room, extended stay facility, apartment, house, residence, or any other temporary accommodation while traveling on behalf of the State of Arizona per the State of Arizona Accounting Manual (SAAM): <https://gao.az.gov/publications/saam>.

State Approved Rate: Spending limits set by the Joint Legislative Budget Committee for various reimbursable travel expenses. Expenses incurred beyond the state approved rate for approved travel expenses shall not be reimbursed to the traveler without an exception by the Arizona Department of Administration.

State Authorized Travel Vendor: A travel vendor authorized by the State to book authorized transportation.

State Business: Tasks directly associated with job or appointment duties. Examples include representing the Department at meetings or conferences, transporting clients, traveling to clients' homes, and other duties that would be considered part of the workday, excluding breaks, meals, commute, etc.

V. POLICY

A. General Central Travel Account Information and Guidelines

1. Generally, travel arrangements such as airfare, hotel reservations, and automobile rentals will be made with the CTA. Expenses incurred at the destination, such as meals and settlements of hotel bills, will be made with the ETC.
2. The CTA is a State-liability charge account available to all State agencies and is, along with the ETC, a preferred method for the reservation and purchase of:
 - a. airfare and other common carrier charges;
 - b. lodging;
3. The CTA shall not be used for:
 - a. meals or incidental expenses, except for those meals that are included as part of conference or training registration fees;
 - b. purchases that are not related to official State travel.
4. For *out-of-state* travel, the CFO shall approve a reasonable credit limit to charge airfare and hotel reservations for state employees, children in care of the State, and prospective adoptive parents.
5. For *in-state* travel, the CFO shall approve a reasonable credit limit to charge hotel reservations for state employees and prospective adoptive parents.

VI. PROCEDURES

A. Roles and Responsibilities

1. It is the responsibility of the traveler or field staff to:
 - a. obtain written approval for all in-state and out-of-state travels prior to submitting;
 - b. submit travel requests to the Travel Reservation Desk for all in-state and out-of-state travel requests;
 - c. include their job title, region, and, if “other” is selected on the Travel Request Form, their function code to allow CTA card charges;
 - d. contact ADTRAV to arrange flights and receive a tentative flight itinerary;
 - e. read and understand applicable DCS and [General Accounting Office](#) travel policies;
2. It is the responsibility of the traveler's Supervisor or Manager, who reviews and approves each travel request, to ensure through the approval process that:
 - a. the flight and hotel stay are necessary and in the best interest of the Department;
 - b. the traveler has selected the most reasonable and economic means of transportation arrangements and lodging.
3. The Chief Financial Officer has the authority to deny any unreasonable travel request.
4. The CTA Custodian, who authorizes approved charges to out-of-state CTA cards for flight & hotel reservations, and in-state CTA cards for in-state travel lodgings, is responsible for:

- a. ensuring that CTA numbers are safeguarded and accessible only to authorized personnel within the Department;
 - b. verifying that travelers have proper approval;
 - c. ensuring that reservations are made in accordance with State travel policies;
 - d. reporting any abnormal requests and special accommodations to CTA Program Administrator;
 - e. notifying the CTA Program Administrator about any fraud or abuse relating to the use of a CTA;
 - f. reviewing reservation information before authorizing charges;
 - g. reconciling charges with CTA statements monthly by matching logs, itineraries, receipts, and other relevant documentation.
5. It is the responsibility of the Program Administrator who oversees CTA accounts to:
- a. report any fraud or abuse related to the use of the CTA card to the CFO and the Travel Card Program Contractor immediately;
 - b. resolve discrepancy charges with the Travel Card Program Contractor;
 - c. review and ensure that CTA monthly charges are paid timely and correctly;
 - d. assist the CTA Custodian in approving or denying unreasonable travel requests.