Colorado Department of Human Services
people who help people

CHAPTER: FINANCIAL	
TITLE: GROUP EVENT SYSTEM (GES) CARD	
POLICY NUMBER: V-7 SUPERSEDES: PAGE(S): 1 OF 3 ATTACHMENTS OR FORMS:	
AUTHORITY: STATUTE, RULE, STANDARD, AND/OR EXECUTIVE ORDER: Colorado Fiscal Rules; 1CCR 103-1; C.R.S. 24-102-401, Executive Order D 005 03	
DATE EFFECTIVE: 03/01/2009 REVISED: 02/18/2009 NEXT REVIEW: 02/18/2011 APPROVED:	Karen L. Beye I am approving this document 2009.03.31 16:34:52 -06'00' KAREN L. BEYE, EXECUTIVE DIRECTOR

BACKGROUND/PURPOSE

This policy and procedure provides staff with guidelines for obtaining and using the Central Travel Card also known as the Group Event System (GES) Card.

The purpose of the GES Card is to provide a central billing system for: (1) paying expenses for specific events; or (2) paying expenses for the occasional traveler who does not have an individual card.

POLICY

The GES provides users with a credit card to make small dollar purchases (under $5,000) for official state business related to conference rooms, meetings and for occasional travelers. Charges are centrally billed to the Department and such charges are tax-exempt. All charges are the liability of the Department unless the Cardholder violates the terms of use. GES cards are issued to divisions or units within the Department and are not intended for the exclusive use of an individual traveler.

The GES card does not take the place of, but is in addition to, cards issued for individual state travel. The GES card may not be used for personal purchases or incidentals associated with individual per diems (including but not limited to meals, room service, tips, telephone calls, internet access, etc.). Other excluded charges include cash or cash like transactions (e.g. gift cards) and commercial transportation requiring travel authorization (e.g. airline, railroad, or bus) and airline tickets.

The Travel Compliance Designee (TCD) is the central contact for all inquiries regarding the GES card program for the Department. Direct inquires to:

Travel Compliance Designee
Office of Operations & Financial Services
1575 Sherman St., Ground Floor
Denver, CO 80203
303-866-5062 or 303-866-3448
303-866-2606 (fax)

The TCD is responsible for issuing cards, providing training, and monitoring compliance. The TCD Officer will monitor the program through random audits for compliance with fiscal and

procurement rules. Any noted inappropriate purchase, failure to obtain cardholder and approver signatures, and split transactions will be reported to the appointing authority. Significant violations of fiscal or procurement rules through the improper use of the event card will result in appropriate corrective and/or disciplinary action, including possible loss of use of the card. If the card is revoked, the appointing authority will determine how occasional travel needs will be met for the organization. Any violation related to fraud will result in appropriate progressive disciplinary action, up to and including termination. The TCD has authority to request reimbursement to the state for any charges deemed personal.

Prior to receiving the GES card, the employee must complete the Event Cardholder Agreement Form, obtain appropriate approvals, and submit the completed form to the TCD.

Report lost or stolen cards to US Bank (1-800-VISA-911) and/or the TCD.

PROCEDURES

Using the GES Card

1. To activate the card, use the state FEIN number (84-0644739) in place of the social security number
2. Ensure that the purchase is allowable according to department policies (e.g. Official Functions, Reimbursement of Travel Expenses), procurement rules and state fiscal rules
3. Place order or purchase using the credit card (Note: some vendors may require a copy of the cardholder's state identification and/or a letter on official letterhead authorizing the purchase)
4. Obtain an itemized receipt showing the date and what was purchased
5. Verify charges on the monthly billing memo
6. Initiate a Receiving Report payable to the credit card company (currently US Bank)
    a. Identify desired coding
    b. Attach billing memo
    c. Attach legible copy of receipts
    d. Attach Official Function Request (when required)
7. Submit to the appropriate Office for payment within 10 working days of receipt of billing memo:

Central/North Central Districts & Nursing Homes
Travel Compliance Designee
Office of Operations
1575 Sherman St., Ground Floor
Denver, CO 80203
CDHS.Vouchering@state.co.us

Division of Youth Corrections
DYC Director's Office
4255 S. Knox Court
Denver, CO 80236

Southern & Western Districts
Southern District Accounts Payable
1600 W 24th, Bldg 125
Pueblo, CO 81003
southerndistrict.payables@state.co.us

8. File copy of Receiving Report including original receipts and all attachments for future reference and audits.

DEFINITIONS

Appointing Authority – The CDHS Executive Director, and any director who reports directly to the executive director and/or any person to whom this authority has been delegated. The powers of the appointing authority include but are not limited to: hiring and evaluating performance; determining the amount and type of performance award (if applicable), defining a job; administering corrective/disciplinary action; determining work hours and safe conditions and tools of employment; identifying and administering layoffs; and, accountability for any other responsibilities in rule and procedure.

Individual Travel Card – Individually billed cards issued to state employees. Used for hotels, car rentals, meals, and other travel-related expenses. Payment of the individual travel cards is the responsibility of the cardholder. Individual cards carry personal liability.

Official Function – A meeting, conference, meal, or other function, which is hosted by the Executive Director, Deputy Executive Director, Division Director or their designee, attended by customers, guests and/or state employees, and held for official state business purposes.

Travel Compliance Designee (TCD) – The person designated by the Executive Director who is responsible for overseeing compliance and enforcement of rules and policies related to state travel. The Statewide Travel Management Program requires each Department to name a Travel Compliance Designee. The TCD resides in the Office of Operations & Financial Services.

APPENDIX OF FORMS

Previous versions of forms are not acceptable. Check the Internet for periodic updates:

http://www.cdhs.state.co.us/buildingmaintenance/travelDocuments.htm or
http://www.cdhs.state.co.us/accounting/accountingForms.htm

Event Cardholder Agreement (revised 02/2009)

Official Function Request (revised 02/2009)

Receiving Report (revised 02/2009)

REFERENCE SOURCES:

Colorado Fiscal Rules, Chapter Five

Colorado Revised Statute: 24-102-401 State Procurement Rules

Official Function Procedures, DHS Policy V-2

State of Colorado Executive Order: D 005 03 Concerning State Employee Travel

Reimbursement of Travel Expenses, DHS Policy V-3