GE Corporate MasterCard  
Travel Charge Card  

Cardholder Use & Responsibility

• Charges on the travel charge card are the employee’s responsibility.

• Only use travel charge cards for reimbursable travel expenses while conducting official State business.

• Charge only those personal expenses that cannot be reasonably separated from reimbursable expenses. Such expenses must be paid from the cardholder’s personal funds within the payment terms specified by the travel charge card vendor. Examples of these expenses include a personal phone call included in a lodging bill or a spouse’s dinner included in a restaurant bill.

• Retain actual receipts for charge card purchases since travel expense reimbursements will not be made from charge card statements or tissue receipts.

• Receive travel charge card bills and pay card balances when due. Any late fees or finance charges are the responsibility of the cardholder.

• Submit a Travel Expense Reimbursement Voucher to obtain State reimbursement in time to pay the card bill within GE MasterCard’s timeframe.