

## TAC Card Procedures

1. Request for TAC cards on the Request to Travel Form at least 10 days prior to a trip
  - a. If using a TAC card, all trip expenses must be put on a TAC card. TAC cards cannot be used if the trip has any additional reimbursed expenses.
2. Set up a TAC card check out day/time
3. Check out TAC cards for the trip at Rec Sports
4. Set up post travel meeting
5. When making purchases, swipe the card. Only use the chip if the swipe does not work. A pin number will be given to the leader at the time of check out.
6. Collect all appropriate receipts and documentation
  - a. **Receipts must be itemized with a zero balance**
  - b. **DO NOT LEAVE SITE UNTIL ALL APPROPRIATE RECEIPTS ARE COLLECTED**
7. Document all charges on the TAC card Receipt Log
8. Email all receipts to: [untsportclubs@unt.edu](mailto:untsportclubs@unt.edu)
9. Put Receipts in the TAC card receipt folder
10. Email competition results/summary and pictures to: [untsportclubs@unt.edu](mailto:untsportclubs@unt.edu)
11. Return TAC card and receipts at the scheduled post travel meeting

## Approved TAC Card Purchases

1. Lodging
  - a. If staying in Texas, the club may provide the Texas Hotel State Tax Exempt form which will waive state tax from the reservation
  - b. Must book directly with the hotel. You will switch the credit card information when you check in at the hotel.
2. Gas
3. Entry Fees
4. Checked Baggage at Airports

## Non-Approved Purchases

1. Uber/Lyft (cannot be purchased by a TAC card but student may be reimbursed for expense after the trip)
2. Airbnb & third party hotel sites (cannot be purchased by a TAC card but student may be reimbursed for expense after the trip)
3. Tolls (reimbursement only with appropriate receipt)
4. Parking (reimbursement only with appropriate receipt)
5. Ground Transportation (reimbursement only with appropriate receipt)
6. Food/Restaurants
7. Purchases from a store
8. Anything that is not listed on the approved list

## TAC Card Check-Out Agreement

1. *I agree that I, the club leader, is responsible for all charges made on the University of North Texas Sport Club Travel Advance Card (TAC Card)*
2. *I agree to follow all TAC Card policies and procedure listed above*
3. *I agree to collect and submit all of the appropriate receipts*
4. *I agree to contact Rec Sports representatives if a location is not providing the appropriate documentation*
5. *I agree to attend the required post travel meeting with all of the appropriate documentation and return the TAC cards checked*
6. *I agree that I must delete the card information with any card usage associated with an account*
7. ***I agree and understand that if the policies and procedures are not followed, if the appropriate receipts/documentation are not turned in during the scheduled post travel meeting and if I do not return the TAC card on time, my club may lose the privilege of checking out TAC cards in the future***