

Travel - Visa - Business Travel Account (BTA)

Effective: 01-Jul-09

Revised: 23-Mar-11

Purpose

The Visa Business Travel Account (BTA) provides an easier method for departments or divisions to charge and pay for airline tickets. The charges are accumulated into a single monthly Visa bill in the name of the department or division. The Division of Finance processes the monthly bill for all travelers. This BTA will reduce problems associated with having to make airline reservations and payments in advance of the travel.

Policy

- A. State departments or divisions may request a BTA to use for state employee airline travel on state business. **No other types of travel expenses may be charged to this account**, except the BTA account may be used to reserve hotel rooms. Departments or divisions must not use the BTA to charge airline travel for non-state employees (e.g., family members, associates of state employees, and business traveling companions).
- B. The participating department or division receives a monthly BTA account statement directly from Visa. The Division of Fleet Operations pays the bill for all departments using a single Vendor Payment Voucher (GAX). The Division of Fleet Operations will process an IET for each account. Agencies may then access the IET to distribute the costs.
- C. Visa covers employees for \$500,000 against death or dismemberment arising from accidents occurring while traveling on any common carrier, provided the fare has been charged to the BTA account. A common carrier is described as any scheduled airline, land, or water conveyance licensed for transportation of passengers for hire. Visa also provides a \$300 delayed baggage benefit (on delays of 24 hours or more), and \$1,250 secondary baggage insurance.
- D. Each account will be established in the name of the department or division.
- E. Agencies experiencing any difficulties with the BTA account should contact the Tami Nelson at 801-538-3109 or Kevin Lucus at 801-538-3357 in the State Travel Office.

Procedures

Responsibility

Action

Department

Request a Business Travel Account from the State Travel Office, 1170 State Office Building.

State Travel Office

Send UMB Bank the information.

UMB Bank

Notify the State Travel Office of the Business Travel Account number assigned to the agency.

State Travel Office

Notify the department of the assigned BTA account number.

Department

Begin using the account when making airline reservations.