

Virginia Commonwealth University  
Corporate Travel Card Services Procedures  
Revised February 2009

I. GENERAL

A. The University has entered into an agreement with a Corporate Travel Card Provider to provide an individual Corporate Travel Card at no charge to faculty, staff, and others who travel on University-related business. This card will provide a convenient means for the traveler to charge travel-related expenses including meals, car rentals, and motel/hotel reservations, etc. Cash advances will be obtained through designated bank automated teller machines.

B. The agreement with the Corporate Card Provider is in conformance with the Commonwealth Accounting Policies and Procedures (CAPP) manual, section 20360.

C. The Corporate Travel Card can be utilized for air and rail reservations, however, it is recommended that the contracted local travel agencies be utilized.

D. This program was approved by the President's Council in March, 1996.

E. The Corporate Travel card replaces the present Travel Advance Program. Travelers without an Corporate Travel card can travel on their personal credit card or request a travel advance. **There will be a \$25 charge to the home department for each travel advance request.** For an exception request see Section C of the [Request For Travel Authorization](#).

F. Corporate Travel Card Coordinator: The Corporate Travel Card Program Administration Team, is responsible for this program and will answer any questions related to it.

G. Eligible Employees: All classified employees and full-time faculty who travel overnight or are responsible for business meals at least once a year are eligible to apply for an Corporate Travel card. Students and hourly employees are not eligible to participate in this program.

II. PROGRAM ADMINISTRATION

A. The implementation of the program will be handled through the Corporate Card Program Administration Team who is the liaison with the Corporate Card Provider and is responsible for providing the following services to University participants:

1. Information related to Corporate Travel card employee agreement form is located at: [http://www.vcu.edu/procurement/COV\\_Individual\\_Liability\\_Travel\\_Card\\_Employee\\_Agreement-Final.pdf](http://www.vcu.edu/procurement/COV_Individual_Liability_Travel_Card_Employee_Agreement-Final.pdf).

2. Cancellation of Corporate Travel cards from cardholders upon their leaving University employment or upon cancellation of cards by the Corporate Card Provider due to nonpayment of accounts, or cardholder's request to cancel account.

3. Assistance to employees by answering questions and responding to concerns related to the Corporate Travel card program.

4. Liaison with Travel Card Provider concerning:

- a. Delinquent accounts.
- b. Termination of corporate accounts due to an employee's separation from the University or personal request for cancellation.
- c. Lost or stolen cards.
- d. Cash advance accounting.

B. Issuance of Travel Cards: The Corporate Card Provider will mail Corporate Travel cards directly to Cardholders approximately 2 weeks from the date the application is submitted.

C. Names on Cards: The Corporate Travel Card will show the name of the cardholder, the cardholder number and the expiration date.

D. Bi-Annual Card Renewal: The expiration date is on the face of each card. The card will be automatically renewed on the last day of the Bi-Annual anniversary month of the card. Renewal cards will be mailed to the cardholders.

E. Multiple Cards: Only one will be issued in the name of each eligible employee. Authorization is only for the employee whose name appears on the card. Family members and other persons are not permitted to use the card.

F. Lost or Stolen/Replacement Cards: **Immediately upon determining that a Corporate Travel card is missing, lost, or stolen, the cardholder must immediately telephone the Corporate Card Provider. Also, the Corporate Travel Card Administration Team must be called and advised of the loss.** The cardholder should request a replacement card if he/she continues to need it for business travel. A replacement card will be mailed by the Corporate Card Provider within 1 - 2 working days. Upon prompt notification to the Corporate Card Provider, the cardholder will have no liability for charges made after a card has been reported lost or stolen.

III. LIMITATIONS ON USE OF CORPORATE CARD:

A. In general, Corporate Travel cards shall be used only for University business travel and related expenditures that are incurred while an employee is in travel status.

B. Exceptions to this rule include items that are not reimbursable under State and University travel regulations, but which might be charged to an Corporate Travel card coincident to the traveler's reimbursable expenses. Examples include:

1. Non-reimbursable telephone calls charged to a hotel room.
2. Non-reimbursable expenses for a spouse included in a hotel bill or a restaurant bill.

C. Corporate Travel cards may also be used for business meals when the cardholder is not in travel status.

D. The credit limit on an Corporate Travel card will be set at a minimum of \$1,000, but may be higher based upon the individual's credit worthiness. The Program Administration Team monitors credit limits and may make adjustments based upon usage.

#### IV. EMPLOYEE RESPONSIBILITIES:

A. The Corporate Travel card will be issued in the employee's name. The employee is personally liable for any charges or cash advances made against the card, and will be billed directly by the Corporate Card Provider. The University is not liable in the event of nonpayment of charges by the employee. The Corporate Card Provider requires the cardholder to make full payment within 30 days of the monthly billing statement cut-off date, which is around the 15th of each month.

The Corporate Travel Card is issued to a cardholder based on Social Security Number and personal credit history. Continual delinquency of payments or nonpayment could potentially damage cardholder's credit rating.

1. Cardholders may have their card cancelled by the Corporate Travel Card Program Administration Team if an account becomes more than sixty (60) days past due. The cardholder may petition the card provider for an exception to this cancellation policy. Any exceptions granted by the card provider must be communicated to the Corporate Travel Card Program Administration Team. Reinstatement to the program rests with the Corporate Card Provider and the Corporate Travel Card Program Administration Team.

**2. Charges for late payment are the employee's responsibility and will not be reimbursed.**

B. The Corporate Travel card must not be used to pay for personal expenses. Accounts will be closed immediately if personal use occurs. It will be at the discretion of the Program Administration Team to re-open accounts closed for a first time policy violation. However, these accounts will not be eligible for reinstatement until the cardholder prepares a corrective action plan, including a detailed explanation of the event, signed by his or her department head or Dean and a suspension period of no less than 30 days has been completed. All Corporate Travel card and alternative cash privileges will be revoked indefinitely upon an individual's second policy violation.

C. The Corporate Travel card must not be used to circumvent the procurement procedures of the University or the Commonwealth of Virginia.

D. Travelers must complete and submit a travel reimbursement voucher with (5) working days after completion of the trip, where overnight travel is involved, or in case of continuous travel, within (5) working days of the last day of travel for which reimbursement is requested. For all travel vouchers, the traveler's supervisor must approve the voucher and submit the voucher to Accounts Payable & Support Services, Box 980327 for processing within (3) working days of receipt from employee.

**If for any reason, your payment will not be made by the due date, make arrangements with the Corporate Card Provider.**

E. The cardholder must notify Corporate Travel Card Administration Team upon leaving University employment to cancel his/her card.

F. Cash Advance:

1. Cash advances may be obtained at designated bank automated teller machines.

G. Termination of Employee Participation: Employee participation in the Corporate Travel card program may be subject to termination under the following conditions:

1. When the cardholder is no longer employed by the University.
2. When an employee goes on leave of absence without pay for a month or longer.
3. Where there is a consistently delinquent payment history.
4. When there is a consistent pattern of non-compliance with policies and procedures.

5. Where there is a consistent history of dishonored checks.
6. When a cardholder files for bankruptcy.
7. Inactivity.

[Corporate Card Agreement Form](#)