Policy 3029 (S) Corporate Travel Card is a Community Solution Education System administrative policy that University of Western States has adopted.

UWS is a member of The Community Solution Education System (The System), an integrated nonprofit system of six colleges and universities working together to advance student success and community impact. Through a centralized infrastructure and distinct model of governance, universities within The System work together to achieve success in an ever-changing higher education landscape.

The System administrative policies, denoted with an (S) after the UWS policy number, are governing principles that serve to mandate or constrain action System-wide, and many apply to every affiliate. These policies help employees ensure compliance with applicable laws and regulations, enhance the System's mission, promote operational efficiencies, and/or reduce institutional risk.

Administrative policies intended to apply System-wide must undergo each affiliate's individual approval process. Revision to existing or development of new administrative policies must follow the approval process outlined by the System.

To read the full policy scroll to page 2.

1. POLICY STATEMENT

The Corporate Travel Card policy details the requirements for Employees at TCS Education System ("The System") to obtain, use, and manage an authorized Corporate Travel Card for approved company travel.

2. PURPOSE

The purpose of this policy is to establish the roles and responsibilities within the TCS Corporate Travel Card Program and explain proper use of Corporate Travel Cards.

3. APPLICABILITY

The System employees with a management level of Chief Executive Officer, President, Executive Director, Vice President, Senior Vice President, Provost, & Dean are the only authorized cardholders. Other non-management TCS employees may be issued a credit card as determined by business need.

4. DEFINITIONS

4.1 Finance and Accounting Department - Treasury

The Finance and Accounting Department – Treasury has been designated as the TCS Corporate Credit Card Administrator by the Chief Executive Officer. The TCS Corporate Credit Card Administrator is responsible for overall management of the program for all campuses, including development of policies and procedures for the program.

Responsibilities include:

- Managing the relationship with the Credit Card provider
- Maintaining a record of cardholders, reviewing and processing new applications
- Obtaining proper approval prior to the issuance of a credit card
- Canceling cards of individuals who have separated from the organization
- Canceling cards of individuals who are no longer authorized to hold a card
- Canceling cards that have not been used for 6 months
- Managing past due cardholder account situations
- Reviewing management reports provided by the Credit Card provider

4.2 Department Head, Business Lead, and Human Resources

Leader of the cardholder's department with responsibility over the department's budget and the corresponding Human Resources Partners.

Responsibilities include:

- Responsible for reviewing and approving departmental expense reports
- Responsible for retrieving credit cards along with reconciling all outstanding expenses upon separation of departmental employees from TCS and notifying Human Resources

4.3 Cardholder

Authorized user of a TCS Corporate Travel Card.

Responsibilities include:

- Responsible for all transactions and supporting documentation made using the credit card
- Responsible for compliance with the Travel & Expense Reimbursement Policy ("Travel Policy").
- Responsible for safeguarding the card and card number against unauthorized use. If fraudulent use is suspected or a card is lost or stolen, notify the Credit Card provider and notify the TCS Corporate Travel Credit Card Administrator.
- Responsible for submitting the expense report along with supporting receipts and Corporate Card statement within ten days of completing a trip.
- Responsible for returning the TCS Corporate Travel Card to either Human Resources or Department Head upon separation from TCS.
- Responsible for notifying the TCS Corporate Travel Credit Card Administrator if there is a change in title or department.

5. PROCEDURES

5.1. Management Travel Card

TCS may issue Corporate Travel Cards to selected employees for use related to TCS approved travel. These credit cards may be issued to the Chief Executive Officer, Presidents, Executive Directors, Vice Presidents, Senior Vice Presidents, Provosts, & Deans.

5.2. Non-Management Travel Card

Corporate Travel Cards may be issued to Associate Vice Presidents, Department Chairs, Senior Directors, & Directors as approved by the Vice President of Finance. The Vice President of the respective department may request credit card privileges by approving the employees Travel Card Request.

Corporate Travel Cards may also be issued to select Managers, Staff, & Faculty depending on business needs as approved by the Vice President of Finance and requested/approved by the Vice President of the respective department.

5.3. Monthly Spending Limits

These spending limits are subject to review and can be adjusted according to job responsibilities.

Chief Executive Officer	$ 30,000
President/Executive Director	$ 20,000
Vice Presidents/Provost/Dean	$ 10,000
AVP/Director/Dept. Chair	$ 4,000
Manager/Staff/Faculty	$ 2,500

5.4. Permanent Limit Increase

Exceptions to the monthly spending limits must be approved by the TCS Corporate Credit Card Administrator. The Vice President for the respective department may request an exception to the spending limits for a staff member by submitting a Permanent Limit Increase Request.

5.5. Personal Non-Official Expenses

Employees should not use these cards for paying personal non-official expenses. In the event of such misuse, TCS will withdraw the card privilege and will take appropriate disciplinary action against any employee who misuses the card.

5.6. Non-Travel Expenses

All non-travel related expenses should be initiated and completed through the purchase order system or on an authorized Purchasing Card obtained through Accounts Payable in compliance with the *P-Card Policy*. Any out-of-pocket expenses should be processed through Concur for reimbursement.

5.7. Travel Policy

Employees must adhere to the TCS imposed spending limits described in the *Travel Policy*. Supervisors may approve reimbursement up to the TCS imposed spending limits.

Employees should use the cards for payment of official business travel expenses. Please see the Travel Policy for more details.

Employees should obtain receipts for all expenses charged to the credit card. All receipts are needed for the credit card expense reconciliation in Concur. Credit card statements are not an acceptable form of receipt.

When a Corporate Travel Card is used to pay for a business meal, the employee should make a notation on the receipt indicating who was in attendance and the business purpose of the meal or meeting. Addition of attendees to the expense item is required when reconciling the expense in Concur.

Where possible, charge all allowable travel expenses on the credit card. Reimbursements for incidental expenses (taxi, tips, etc.) are submitted using Concur.

5.8. Reconciliation

Corporate Travel Card transactions are uploaded to the cardholder's Concur profile and the cardholder aggregates all expenses into monthly reports and submits a monthly expense report for approval. Reconciled expense reports must be submitted by the second business day of the next month. Cardholders should access Concur throughout the month to start the reconciliation process.

If a expense reconciliation is overdue, you will receive a reminder e-mail 5 days after the due date with a copy to your supervisor. If you fail to turn in your reconciliation

within 15 days after the due date your Vice President will be notified. After 30 days your card will be cancelled.

The Vice President for of the cardholder's department may request reinstatement of credit card privileges for a staff member. Compliance with reconciliation requirements are monitored monthly.

Employees not granted credit card privileges should submit their expense through Concur for out-of-pocket expense through Concur.

5.9. Merchant Category Codes (MCC)

Merchant category codes (MCCs) are four-digit numbers that describe a merchant's primary business activities. MCCs are used by credit card issuers to identify the type of business in which a merchant is engaged.

Corporate Travel Cards authorize transactions with MCC identified as "Standard Travel Codes" by the credit card provider. All other MCC are restricted on Travel Cards. An authorized travel purchase declined due to an excluded MCC should be reviewed with TCS Corporate Credit Card Administrator.

5.10. Lost or Stolen Card

Employees should immediately report lost and stolen cards to the Credit Card provider and notify the TCS Corporate Credit Card Administrator. Immediately after receiving notification of a lost or stolen card, the TCS Corporate Credit Card Administrator will contact the Credit Card provider for further resolution of the matter.

5.11. Cardholder Separation

Upon separation, the cardholder must return their Corporate Travel Card to the Human Resources department. The TCS Corporate Credit Card Administrator should destroy the card. The card will subsequently be closed at the receipt by TCS Corporate Credit card Administrator.

The Department Head, Business Lead, and Human Resources must ensure that after separation of the employee any outstanding Corporate Travel Card transactions must be reconciled immediately in Concur.

5.12. Auditing

Auditing of the Corporate Credit Card program - The TCS Corporate Credit Card Administrator, internal auditors, and external auditors may conduct periodic review of credit card use. Any charges that are deemed prohibited will be noted and notification will be sent to the cardholder's supervisor. After the third offense the card will be cancelled without reinstatement.

OPTIONAL SECTIONS

6. RELATED DOCUMENTS

- Corporate Travel Card Request Form
- Permanent Limit Increase Request Form
- Travel & Expense Reimbursement Policy
- P-Card Policy

7. CONTACTS

- Greg Beno, V.P. of Finance
- Andrew Smolenski, Risk & Treasury Director
- Steven Foreman, Risk & Treasury Manager
- Monica Lee, Grant & Treasury Manager