

VIRGINIA STATE UNIVERSITY

Section:	Administration and Finance
Procedure Number:	503
Procedure Name:	Corporate Travel Card Program
Applicability:	All University Employees
Effective Date:	July 9, 2001
Review Date:	July 1, 2003
Revision Date:	N/A

I. Purpose

Use of the Corporate Travel Card allows faculty and staff to travel on University-related business at no charge to their personal funds. This card provides a convenient means for the traveler to charge travel related expenses including meals, car rental, motel/hotel reservation, etc. The intent of this procedure is to ensure that faculty and staff of Virginia State University utilize the Corporate Travel Card in a fiscally responsible manner.

II. Procedures

A. Obtaining A Card

1. The potential cardholder must acquire the application and letter of approval from the Program Administrator. The form should be complete and submitted with appropriate signatures, no less than 30 days prior to the date of travel.
2. The application will be faxed or keyed on-line to American Express for their approval.
3. The Corporate Travel Card will be issued in the employee's name.
4. American Express will send the card to the University's Program Administrator, within 7-10 business days.

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5. Upon receipt of the card, the University's Program Administrator, will contact the cardholder and arrange pick up of the card.
6. When new or replacement Corporate Travel Cards are required, the cardholder should receive the card within 7-10 business days.

B. Limitations on Card Use

1. The Corporate Travel Card must be used in conjunction with the University's Travel Authorization Procedure.
2. This card is not to be used to purchase airfare. The present requirement to use a University designated Travel Agency for the procurement of air travel tickets will continue in force – except for emergency situations, such as a flight cancellation during travel.
3. This card is not used to be used to purchase personal retail items (i.e., clothing, flowers, groceries). **Card use for personal purchases is "strictly prohibited"!**
4. This card is not to be used for travel related cash advances without prior written approval of the Purchasing Director.
5. The Corporate Travel Card must not be used to circumvent the procurement procedures of the University or the Commonwealth of Virginia. **If the card is misused, it will be revoked.**

C. Reimbursement Process

1. Prior to a trip, all expected expenses should be listed on a Request for Travel Authorization/Advance form and forwarded, with the appropriate signatures in place, to the Purchasing Office. Upon return from travel, all actual expenses should be listed on a Travel Expense Reimbursement Voucher, with receipts attached, and forwarded to Invoice Processing within five (5) days.
2. Accounts Payable is required to review and submit the requests to the Department of Accounts within five (5) working days of receipt, if the appropriate documentation is complete. The Department of Accounts will process the traveler's reimbursement within seven (7) working days from receipt, in the normal course of business.

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D. Payment Obligations

1. The traveler is personally liable for ALL charges made against the card, and will be billed directly by American Express. The University is not liable in the event of non-payment by the employee.
2. All travel debt incurred on your Corporate Travel Card should be paid immediately upon receipt billing.
3. American Express must receive from the cardholder the full payment within 30 days of the monthly billings statement cut-off date, which is the 8th of each month.
4. Should billing by American Express precede your reimbursement from VSU, the bill should be paid. In this instance, the reimbursement would be yours to keep. Should the opposite occur, the portion of the reimbursement owed to American Express should be paid.
5. if, for any reason, your payment will not be made by the due date, make arrangements with American Express by calling their toll-free number, 1-800-528-2122.
6. To be assured of receiving your reimbursement in time to pay your Corporate Travel Card bill when due, your reimbursement request will need to be submitted within five (5) days after incurring charge on the Corporate Travel Card.

E. Inappropriate Card Usage and Late Payments

1. Habitually slow payers may have their card recalled. If this happens, they will not be eligible for any travel advance funds from the University.
2. Charges for late payments are the employee's responsibility and will not be reimbursed.
3. If an employee continues to exhibit inappropriate use of the card or the failure to pay balances on a timely basis, then the Purchasing Director shall revoke the card and request that it be returned. This

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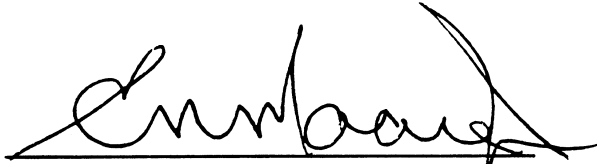
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should be done in writing with a copy of the revocation notice sent to the cognizant Vice President or senior official of the University, the Internal Auditor, and the Assistant to the President for Human Resources.

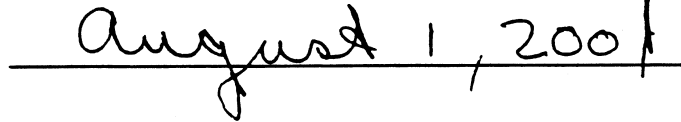
F. Return of Card

1. Upon request by the University or upon leaving employment with the University, cardholders must return the corporate travel card to the University's Program Administrator.

APPROVED BY:

A handwritten signature in black ink, appearing to read "C. Moore", written over a horizontal line.

DATE:

A handwritten date "August 1, 2001" written in black ink over a horizontal line.