



University Executive Directive #13-01	Issue Date: 1-8-14
Subject: Personal Liability Card Policy	Revision Date:
Approved: <i>Levy M. Moishe</i> President	
Contact: Accounts Payable - (510) 885-3638	

**AUTHORITY**

Integrated CSU Administrative Manual Section: 3103.04 Corporate Cards

**POLICY**

It is the policy of CSU East Bay to approve the use of personal liability business credit cards for employees who must travel on University business. CSU East Bay has entered into a contract with American Express to assist employees in obtaining a personal liability card with no annual fee.

Personal liability cards may only be used for bona fide business expenses that directly serve the University. *CSUEB employees may not use personal liability cards for personal expenses. Use of the card for personal expenses constitutes misuse. If the card is misused, it will result in the revocation of card privileges.*

**PROCEDURES**

American Express may refuse to issue a card or limit the amount of credit available based on their evaluation of the applicant's credit worthiness. American Express will contact the applicant directly if this is the case. Cards are mailed to the American Express Administrator in the Accounts Payable office.

As a personal liability card, bills will be sent directly to the cardholder, and he or she is responsible for remitting payment directly to American Express by the due date. If a card is lost or stolen or changes to personal contact information are necessary, the cardholder must contact American Express directly.

Cardholders may close the personal liability card account at any time by contacting our American Express Administrator at 510-885-3638.



The American Express Administrator must be notified immediately if a personal liability card must be cancelled for any reason. If and when an employee separates from the University, the card must be returned to the Accounts Payable department as part of the clearance process.

A CSU East Bay faculty or staff member is eligible to apply for a personal liability credit card if he or she meets all of the following criteria:

1. Their position at the university requires business travel at least four times per year and/or regular hosting of business meetings/meals, and
2. The card has been authorized by their supervisor and the unit's business manager or chair and,
3. The individual has completed an application and agreed to the cardholder agreement with American Express

All travel rules and regulations must be followed. The Chancellors Office and CSU East Bay Travel policy can be reviewed at: <http://www.calstate.edu/icsuam/sections/3000/3601.01.shtml>