




University Executive Directive #13-02	Issue Date: 1-8-14
Subject: Corporate Travel Card Policy	Revision Date: 6/15/2016
Approved:  President	
Contact: Accounts Payable – (510) 885-2854	

AUTHORITY

Integrated CSU Administrative Manual Section: 3103.03

POLICY

It is the policy of CSU East Bay to provide corporate travel credit cards for University and Auxiliary employees who incur team or group travel and business expenses on behalf of their departments, such as Music, Theater, Intercollegiate Athletics and Associated Students.

CSU East Bay has a contract with US Bank which provides a Corporate Travel Card to cardholders with no annual fee. The corporate travel card minimizes financial burdens on employees when expenses must be incurred for university travel. The Corporate Travel Card may only be used for Travel Expenses that directly serve the University or the Auxiliary. **The Corporate Travel Card may not be used for personal expenses.** The Corporate Travel Card may be obtained for team or group travel only and is to be used for official business expenses related to travel.

PROCEDURES

The following items are allowed on the Corporate Travel Card:

- Airfare purchase
- Lodging (not to exceed the maximum rate of \$275 per night per person)
- Meals for team travel (not to exceed the current meal allowance)
- Gas for rental cars only



The following items are prohibited transactions:

- Alcohol
- Cash advances
- Incidentals for lodging; movies
- Entertainment of any type

Reconciliation of travel expenses

Corporate Travel Card reconciliation is to be completed monthly, online in PeopleSoft, in the same manner as the current Procurement Card reconciliation process.

- The transactions are loaded into PeopleSoft by Finance, and reconciled online by the cardholder. The reconciliation report must be reviewed and approved by both the cardholder and the Approving Official (AO) for the department. *Copies of all the receipts* should also be attached to the monthly reconciliation report.
- Approved reconciliation reports (with copies of receipts) must be submitted to Accounts Payable by the deadline date of the 10th of each month. If the 10th falls on a weekend, or holiday, the deadline will be the next business day.
- After the trip has concluded, a Travel Expense Claim (TEC) must be completed, along with the submission of all *original receipts* pertaining to the trip. Note that only one TEC needs to be completed for the entire group travel.

Unauthorized Use of the Corporate Travel Card

The Corporate Travel Card may not be used for personal expenses. The cardholder is responsible for the Corporate Travel Card, and will be held personally liable for any fraudulent or personal use of the card. If the card is misused, it may result in the revocation of card privileges.

All travel rules and regulations must be followed. The Chancellor's Office and CSUEB Travel policy can be reviewed at: <http://www.calstate.edu/icsuam/sections/3000/3601.01.shtml>

Separation of employee

Upon an employee's separation from the university or the auxiliary organization, the employee must return the travel card to the Accounts Payable Department, and also complete documents with US Bank to close the account.



Application for a new card

A department administrative support person who handles team travel expenses for the department **may apply** for the corporate travel card if he or she meets all of the following criteria:

- Individual must work in a department that handles team travel at least twice a year. Please contact the Accounts Payable department to determine if you meet the requirements for team travel.
- The card has been authorized by their supervisor and the unit's business manager or chair.
- The individual has completed an application and agreed to US Bank's Cardholder Agreement.