



## CORPORATE CREDIT CARD POLICY

Policy #	Origination Date	Responsible Office	Status	Approval Date
	December 2014	Business and Finance	2018 Draft	

### Reason for Policy/Purpose Update

This corporate credit card policy is to establish the policies and procedures related to the issuance and use of American Express Corporate Credit cards guaranteed by Dillard University.

### Policy Statement

This policy defines the circumstances under which a faculty or staff member may apply for and use an American Express Corporate Card (Corporate Card) for official University-approved travel-related and business expenses. The Corporate Card **may not be used** for personal purchases.

The American Express Corporate Card is a shared liability credit card which can only be used by employees for University-authorized business and travel expenses. As a shared liability credit card, the Corporate Card neither improves nor impacts an employee's personal credit history. Employees are not required to utilize the University's shared liability Corporate Card. Employees have the option of using personal credit cards for University-authorized travel-related and business expenses and requesting reimbursements of those expenses.

Purchasing reserves the right to review Corporate Card statements and transactions for compliance with University Travel and Business Expense Policies.

Purchasing reserves the right to deny a Corporate Card application and reserves the right to terminate a Corporate Card at any time with cause (i.e., violation of policy or payment delinquency)

### Who Needs to Know This Policy

Eligible travelers from Admissions and Recruiting

### Definitions

***Corporate Card Eligible Employees*** - Individuals whose job responsibility include travel away from New Orleans and Dillard University campus for more than 60% of time worked. As of 09/30/2014, the only positions to which this policy applies are Dillard University recruiters.

## Policy/Procedures

This corporate credit card policy is to establish the policies and procedures related to corporate credit cards guaranteed by Dillard University.

**To Whom Cards Will Be Issued:** Individuals whose job responsibilities include travel away from New Orleans and Dillard University campus for more than 60% of time worked. As of 09/30/2014, the only positions to which this policy applies are Dillard University recruiters.

### 1) Card

- Applicable travelers will be issued an American Express Corporate Card.
- The individual whose name listed on the card is responsible for payment of the card balance in full on a monthly basis.
- Dillard University will act as a guarantor of the credit card account (i.e. will only be responsible for payment when an individual fails to pay for charges incurred).
  - Business and Finance will be contacted by American Express when an outstanding balance is greater than 30 days old and no payments have been received.
  - If Dillard University is called in to pay a balance on behalf of an employee, charging privileges will be suspended for that employee and the funds will deducted in their entirety in the following payroll cycle.

### 2) Travel Expenses & Reimbursements

- Dillard University will reimburse card holders for valid travel expenses as described in the Dillard University Travel Policy.
- As of 9/30/2014, reimbursements to employees are paid directly to an individual's deposit account as authorized on the payroll direct deposit form and can be processed within one (1) week.
- Original itemized receipts are required. However, if the card holder is traveling nonstop and is unable to submit originals, a "photo" of the receipt can be attached to a Travel Expense Reimbursement Form that is completed for the recruiter by the Administrative Assistant (AA) for the Office of Enrollment Management.
  - Take a picture of the receipt with a smart phone and send to AA for completion of the Travel Expense Reimbursement Form.

When the traveler returns, the original receipts should be submitted to Business and Finance for reconciliation.

## Website Address(es) for this Policy

Dillard University website – Office of the Controller

## Contact(s)

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## Who Approved this Policy

Senior Cabinet

## History/Revision Dates

**Origination Date: December 11, 2014**  
**Cabinet Approval Date: December 2014**  
**Revised: February 22, 2016**  
**Updated: May 1, 2018**

## Agreement - Signature

I, \_\_\_\_\_ have read and understand the Corporate Credit Card policy above. I fully understand that I am 100% responsible for all charges on American Express Card # \_\_\_\_\_ EXP \_\_\_\_\_ issued to me in my name. I also understand that failure to comply with the terms of the above agreement will result in a suspension of charging privileges and an automatic payroll deduction for the entire amount without further notice.

\_\_\_\_\_  
Signature of Card Holder

\_\_\_\_\_  
Employee ID #

A/R account # – 10-01-001-1052  
Cost Center – 183 Enrollment Management

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Controller - Office of Business & Finance