

# Emory Corporate Card Terms & Conditions Agreement



**EMORY**  
UNIVERSITY

## **New Visa Charge Cards and Travel and Expense Enhancements**

Cardholder's First Name:

Cardholder's Last Name:

Cardholder's Primary Emory Email Address

Cardholder's Emory Employee ID #:

## Overview:

Policies for Use of the Emory Visa Corporate Card

## Applicability:

This policy applies to all Emory Corporate Cardholders, card expense submitters, and card expense approvers.

## Policy Details:

### Card Overview:

- Emory Corporate Cards are provided, free of charge, to university employees for appropriate and allowable Emory business purposes. When used appropriately, the card an effective way to transact travel and individual business expenses.
- The Emory Corporate Card is the preferred payment method for local business expenses and travel-related charges, such as hotel, airfare, and rental car costs.
- Certain items should be purchased through Emory Express whenever possible. For a list of those items please click [HERE](#). In addition, when traveling or faced with an urgent need (e.g., phone chargers, office supplies, etc.) the Emory Corporate Card can be used to obtain these goods and services that would normally be purchased through other Emory methods (e.g., Emory Express).
- To view a chart that shows “Primary” and “Secondary” card (Purchasing and Corporate) payment methods by expense type, please click [HERE](#). If you do not have access to the “Primary” method listed in the chart (for instance, if the cardholder is not a Purchasing Cardholder), the “Secondary” method listed can be used.
- Cardholders should read and fully understand Emory Corporate Card procedures. A list of Emory Corporate Card procedures, including how to charge appropriate expenses, can be found [HERE](#).
- Emory reserves the right to set a credit limit on Emory Corporate Cards.

### Eligibility:

Emory University faculty and staff members are eligible to apply for an Emory Corporate Card if they meet all of the following criteria:

- The applicant must be an active regular Emory employee in good standing at the University and paid on the University payroll.
- The applicant must be a permanent employee; temporary employees are not eligible. The applicant must have completed an application and agreed to Emory University’s cardholder agreement.
- The applicant must have an appropriate business reason (e.g. Emory travel, local business meals, etc.) to use the Emory Corporate Card. The applicant’s School and/or Unit Chief Business Officer (CBO) must approve the issuance of the Emory Corporate Card to the applicant.
- The applicant must be willing to take responsibility for following this and other related policy and only use the card for Emory eligible “business” expenses.

### Liability and Failure to Pay

- The Emory Corporate Card does not require a credit check or a full Social Security Number for card issuance.
- The Cardholder is responsible for ensuring that charges placed on an Emory Corporate Card are appropriate and have actually been expensed.
- The Cardholder is responsible for ensuring that expense reports are filed within ten (10) days of expenses, even when on an extended trip. Failure to submit expense reports for Corporate Card charges in a timely manner can result in account delinquency. Account delinquency may result in the suspension of the card by the issuing bank until the entire amount due is paid in full. The University reserves the right to suspend or cancel any card that has a delinquent balance.
- The Cardholder is responsible for ensuring that card balances (issued on the 14<sup>th</sup> of every month) are paid in full and posted by JP Morgan Chase by the due date listed on the statement by expensing all business-related charges through Emory’s Compass Travel & Expense system. All statements are available for view and download for up to two years in the PaymentNet system.
- If a card account is cancelled by JPMorgan Chase due to a failure by the cardholder to ensure that business-related charges are expensed or non-reimbursable charges are paid, once the University assumes responsibility for an outstanding balance and determines that any part of the balance (including late fees) is the responsibility of the cardholder, prompt and corrective action will be taken by the University to recover all amounts owed. Failure to pay may lead to disciplinary action, up to and including termination of employment. Emory University reserves the right to turn over defaulted accounts to a collection agency, pursue legal action, or other necessary actions to recover debts owed to the University.
- Fraudulent and/or misuse of the card or failure to adhere to [Emory University Travel Policies](#) is grounds

- Fraudulent and/or misuse of the card or failure to adhere to [Emory University Travel Policies](#) is grounds for revoking Emory Corporate Card privileges and for disciplinary action, up to and including termination of employment.
- The University also reserves the right to cancel a card if:
  - The Emory Corporate Cardholder is no longer employed by the University.
  - The Emory Corporate Card has not been used for over a year.
  - The Emory Corporate Card is used for non-business-related expenses

### Use of Card for Personal Purposes Is Not Allowed

- The Emory Corporate Card should not be used for personal expenses of any kind. Emory's agreement with JP Morgan Chase (the issuing bank), requires that the card be utilized for **Emory business purposes only**.
- If personal charges are made, these charges must be paid by the Cardholder directly to JP Morgan Chase and the charges must be cleared from *My Wallet* (for My Wallet procedures please go [HERE](#))

### Cardholder Responsibility

- A Cardholder is responsible for all charges placed on the Emory Corporate Card.
- A Cardholder is responsible for the overall management of his/her account which includes:
  - Timely submission of an expense report.
  - Monitoring and follow-up with approvers, if required.
  - Monthly review of statements in the card account management system called [PaymentNet](#) and my wallet transactions.
  - Providing all necessary information to proxies, if applicable.
  - Ensuring that the statement balance is paid in full by the due date.
  - Monitoring PaymentNet for any and all late fees incurred on an account; late fees should be paid promptly directly to JPMorgan Chase and are not eligible for reimbursement.
- A corporate cardholder is not permitted to use his or her own Emory Corporate Card to purchase business related expenses (e.g. meals, airfare, etc.) for a higher ranking individual (e.g., executive assistant cannot use their card to book for a faculty chair, etc).
- An employee is required to incur his/her individual travel expenses (e.g., individual meals, airfare, etc.) with a payment method in that individual's name (i.e., the individual's personal card or Corporate Card). A Corporate Cardholder may book individual travel expenses (e.g., airfare, hotel, etc.) on his or her Corporate Card on behalf of individuals not eligible for Corporate Cards (i.e. graduate students, residents, fellows, guests and temporary employees). In that case, the following must occur:
  - The cardholder and ineligible party, except in rare circumstances, should reside in the same department or academic program; if the ineligible party is a guest, he/she should be traveling on behalf of the department whose cardholder is booking/paying for the expense.
  - The party for which expenses are being booked/paid for must provide documentation (e.g. receipt, mileage log, itinerary) to the cardholder within 10 days of the expense.
  - The cardholder is responsible for submitting the expense report for payment within ten days of the expense. If traveling, expenses can be submitted online.
  - Failure to submit documentation (i.e. receipts, itinerary, etc.) is the responsibility of the ineligible party and may result in suspension of travel privileges and any other necessary actions
  - Cardholders are responsible for reading and complying with Emory's Fiscal Transactional Roles and Responsibilities located [HERE](#).

### Long Term Travelers

- Long-term travel is defined as travel that exceeds ten (10) consecutive days.
- Long-term travelers are not exempt from the expense reporting and documentation requirements for Corporate Card purchases. Arrangements should be made (e.g., scanning, photographing and emailing receipt images, mailing, etc.) to ensure that a copy of required documentation is provided to the Cardholder's Proxy in time to meet expense report submission deadlines.
- If a long-term traveler is concerned about his or her ability to provide receipt documentation in a timely manner, it is the responsibility of the cardholder to make arrangements in advance of the trip with the appropriate school or unit business officer.

### Monitoring of Approvals and Follow-up

- If a Cardholder's expense report, once submitted, has not been reviewed in a timely manner, the Cardholder should contact his or her approver directly.
- If a Cardholder experiences an on-going issue with an approver, the Cardholder should report issues to his or her supervisor, department manager or the school/unit CBO.

### FOR SUBMITTERS

**Submission of an Expense Report**

- Expense reports must be submitted for all Emory Corporate Card charges. Expense reports should be submitted no later than **ten days** after a charge.
- Pre-trip travel related purchases (airfare, conference registrations, etc.) made on an Emory Corporate Card should be submitted on an expense report prior to travel.
- To avoid a past due balance on the Emory Corporate Card, Cardholders should not wait to submit airfare or other trip expenses.
- Submitters should read and comply with Emory's Fiscal Transactional Roles and Responsibilities located [HERE](#).

**FOR APPROVERS**

- Approvers are responsible for taking action on submitted and queued expense reports within two business days.
- Approvers should read and comply with Emory's Fiscal Transactional Roles and Responsibilities located [HERE](#).

**Policy Definitions:**

Proxy: A person authorized to act for another for the purpose of managing Corporate Card expenses.

**I attest that I have read, understand and must adhere to Emory's Corporate Card Policy. I attest that I have read, understand and must adhere to Emory's Corporate Card Policy.**

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