SEAS Citibank Corporate Card Overview
September 2014

Corporate Cards may be used for:

1. Necessary and reasonable travel expenses incurred while conducting University business including: air and rail travel, lodging, car rental, meals, entertainment, and other miscellaneous expenses. All expenses must be in compliance with University’s Travel Policy (see links below for more details)

Corporate Cards MAY NOT be used for:

1. Personal expenses
2. Expenses that will be reimbursed by a third party (refer to Page 5 of the Travel Policy for more details)
3. Office supplies or other vendors that are available in HCOM*

*Buying from vendors that are available in HCOM erodes the University’s purchasing power. Utilizing our preferred vendors allows the University to negotiate better pricing and terms, thereby saving SEAS money

As a responsible Corporate Cardholder, please do the following:

1. Pay all charges via a Corporate Card direct payment (Oracle) either by the statement due date or, at latest, within 60 days to avoid fees and penalties
2. Recognize that you are personally liable for the payment of late fees and penalties
3. Understand that any non-reimbursable expenses should be paid directly to Citibank by the individual cardholder. Repeated inappropriate use of the card, such as using your Corporate Card for personal use, may subject the employee to disciplinary action
4. Provide vendors with Harvard’s tax exempt number (E 042-103-580), if applicable

Suggested administration:

An individual incurs reimbursable Corporate Card charges while traveling or entertaining on University business and collects receipts. Any non-reimbursable expenses should be paid directly to Citibank by the individual cardholder.

The preparer creates a Corporate Card direct payment in Oracle. The preparer may perform this reconciliation periodically in batches or submit reimbursements individually, as needed. An appropriate business purpose contains who, what, where, when, and why (for example: Sam Jones and Kris Doe 12.21.2014 lunch at John Harvard’s in Cambridge to discuss SEAS Corporate Card Best Practices). The preparer then sends the online request, the required receipts, along with the expense report signed by the reimbursee, to his or her approver (Note: signed and faxed/scanned expense reports are acceptable; stamp signatures are not).

The approver checks the receipts, cover sheet, and online reimbursement request to make sure that everything is correct and in compliance with University policy, then authorizes the request for payment and sends the expense report and receipts to the University Travel Office (1033 Mass Ave, 2nd Floor).

The Travel Office matches the online request to the expense report, and then audits the expenses on the request against policy requirements and tax regulations. If the request passes this audit, payment will be sent directly to Citibank on behalf of the cardholder.

Corporate Card eligibility:

The University recommends paid employees who take at least three business trips per year and/or incur entertainment expenses of $5,000 or more per year to apply for a Corporate Card. Travelers without access to a Corporate Card (students, non-employees, and employees who travel too infrequently) may use personal cash or a personal credit card to pay for travel expenses. The traveler can be reimbursed for these expenses after the trip has occurred and upon presentation of appropriate documentation.

*This overview is intended as a starting point. Refer to the University’s full guidance per the links below.
For other Corporate Card questions, please contact Joanna Curry, SEAS Manager of Financial Operations (jcurry@seas.harvard.edu)

Corporate Card guidance on SEAS website: http://www.seas.harvard.edu/financial-operations/corporate-card
Corporate Card website: http://ufs.fad.creditcardservices.harvard.edu
Travel Policy: http://policies.fad.harvard.edu/pages/travel-0
Office for Sponsored Programs Travel Guidance: http://osp.fad.harvard.edu/content/travel-policy