WHAT IS A COLUMBIA UNIVERSITY CORPORATE CARD?
The Corporate Card is a credit card which can be used by individuals to pay for
University-approved travel-related expenses and University-approved business
expenses. There is no annual fee associated with the card. The cardholder is
responsible for paying all charges on the card directly to the designated card provider
and is responsible for submitting a Travel and Business Expense Report (TBER) for
reimbursement of University authorized approved travel-related and business expenses.

POLICY STATEMENT
This policy defines the circumstances under which a faculty or staff member may apply
for and use the Corporate Card for official University-approved travel-related and
business expenses. The Corporate Card may not be used for personal purchases and
expenses. The employee may only use the Corporate Card while employed by the
University; once an employee is separated from the University, the Corporate Card will
be cancelled.

The Columbia University Corporate Card is a credit card which can only be used by
active employees for University-authorized business and travel expenses. The
Corporate Card neither improves nor impacts an employee’s personal credit history.

Employees are not required to utilize the University’s 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.

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

Accounts Payable 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).

REASON FOR THE POLICY
This policy supports the use of the Corporate Card for authorized travel-related and
business expenses, while assuring that appropriate internal controls are in place to
minimize the University’s risk of financial loss.

PRIMARY GUIDANCE TO WHICH THIS POLICY RESPONDS
This policy responds to Accounts Payable and Purchasing Policy, as well as to the
regulations of the US Internal Revenue Service, the rules established by the agencies
and entities that sponsor research at Columbia University and the federal and state laws
that govern not-for-profit organizations.
RESPONSIBLE UNIVERSITY OFFICE
Procurement Services, Accounts Payable is responsible for the administration of the Corporate Card program, policies and procedures.

WHO IS GOVERNED BY THIS POLICY?
This policy governs the use and administration of the Corporate Card Program. All University personnel who participate in this program are governed by this policy. In addition, this policy applies to any University employee who is seeking reimbursement for University authorized travel-related and business expenses. Due to budgetary constraints, some University departments may have more restrictive reimbursement guidelines. In cases where there is a discrepancy between this policy and a department, granting agency or donor policy, the more restrictive (documented by issuing department) policy will apply.

WHO SHOULD KNOW THIS POLICY?
It is the responsibility of all University personnel who participate in the Corporate Card Program to review and understand this policy. In addition, it is the responsibility of all participating University personnel to review and understand the University’s Travel and Business Expense Policies.

EXCLUSIONS AND SPECIAL SITUATIONS
On rare occasions, an employee may incur an extraordinary expense for which they believe they are entitled to reimbursement (please refer to Appendix B). In cases where an employee believes that they are entitled to reimbursement for an expense that is not addressed in the current policy or not allowed under current policy they may request an exception. Exception requests should be infrequent and require the approval of a Dean, Vice President, Associate Dean, or Senior Financial Officer. Exception requests must also be reviewed and approved by Accounts Payable and Accounts Payable may deny the exception request if it is not in compliance with University policies.

ELIGIBILITY FOR CORPORATE CARD ISSUANCE
- Only full-time officers are eligible to apply for the Corporate Card and may download an application from the Forms Library on the Finance Gateway.
- The application must be approved by a Departmental Administrator and one of the following roles: Director, Dean, Associate Dean, Vice President or Senior Financial Officer and Accounts Payable. (Accounts Payable reserves the right to refuse an application; Accounts Payable reviews past history of Corporate Card use by an individual and reviews departmental needs.)
- After receiving departmental and Accounts Payable approval, the application information will be shared with the card provider for processing.
- Cardholders are required to complete a web-based policy and procedure training prior to receiving their Corporate Card. Cardholders will receive their Corporate Card upon training completion confirmation and acknowledgement for accepting responsibility for use of the card.

**Note:** Employees may not request additional cards on their accounts. Cards are issued to active University employees only.
REPORTING LOST, STOLEN OR COMPROMISED CORPORATE CARD INFORMATION
Contact the card provider Customer Service if your card has been lost, stolen or if you believe your card information has been compromised. Lost or stolen Corporate Cards must also be reported to the Corporate Card Administrator by sending an e-mail to corporatecard@columbia.edu.

RESPONSIBILITY FOR PAYMENT OF THE CORPORATE CARD
An employee is responsible for paying all charges on their Corporate Card account. Payment to the card provider is due within 25 days of the billing statement date. The employee is responsible for issuing payment directly to the card provider electronically or through US Postal mail. The University will not pay the card provider directly for any payments. It is the responsibility of the employee to pay his or her Corporate Card account bill by its due date. Cardmembers will not be permitted to place charges on accounts which reach 31 days past due – the accounts will be placed on “hold”. Accounts which reach 61 days past due will be cancelled and will not be eligible for reissuance. The cardholder is expected to comply with all terms stated in the disclosure agreement accompanying the issuance of the card.

PROCEDURE FOR REIMBURSEMENT OF EXPENSES CHARGED TO THE CORPORATE CARD
The employee is responsible for submitting to Accounts Payable a Travel and Business Expense Report (TBER) to request reimbursement for travel-related and business expenses placed on their Corporate Card. The Accounts Payable Department will reimburse the employee for travel-related and business expenses. The University will not reimburse any interest or late fees on the account. Requests for reimbursement must adhere to the Travel and Business Expense Policies. Note: the IRS requires travel expense reimbursements to be reported within a reasonable period of time. The determination of a reasonable period of time will depend upon the facts and circumstances, but is generally held to be no later than 120 days after the date of the expense. All TBERs must be submitted no later than 120 days after the date of the expense.

PAYMENT CENTER ACCOUNT MANAGEMENT TOOL
Cardholders are required to register their account via the Payment Center tool to obtain monthly Statements and remit payments to the corporate card provider. The corporate card provider will not issue paper statements; therefore, the cardholder is required to use the Payment Center to view and print statements. If a cardholder does not register for the Payment Center, the University may suspend use of the Corporate Card until registration has been completed. For additional information regarding the Payment Center access and account set up, please refer to the Finance Gateway.

TERMINATION OF ACCOUNTS
Employee participation in the Corporate Card Program will be terminated by the University and/or card provider under the following conditions:
- When the cardholder is no longer employed by the University.
- Misuse of card, including but not limited to use of card for personal purchases.
- Late payment of the Corporate Card. Accounts which reach 61 days past due will be cancelled. Please review Appendix A for a schedule of Late Payment Procedures and Fees.
It is the responsibility of the cardholder’s department to contact the Corporate Card Administrator at corporatecard@columbia.edu when a cardholder leaves the employment of the University. The Procurement Card Administrator will contact the card provider and request that the card be cancelled.

**CORPORATE CARD LATE PAYMENT PROCEDURES AND FEES**
Please review Appendix A, Corporate Card Late Payment Procedures and Fees.

**APPROVED USES**
Please review Appendix B, Corporate Card Approved and Restricted Uses.

**RESTRICTED USES**
Please review Appendix B, Corporate Card Approved and Restricted Uses.
APPENDIX A

CORPORATE CARD LATE PAYMENT PROCEDURES AND FEES

Payment to the card provider is due within 25 calendar days after the billing date. The cardholder should access the Payment Center and obtain a billing statement at the end of each billing period (intervals of approximately 30 days). Each billing statement will identify a “Closing Date” which is the cutoff date for including charges and payments for that billing period. If charges incurred during a statement billing period remain unpaid, the account is considered delinquent. Unless prohibited by applicable state law, the following procedures for delinquent accounts apply:

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| 1-30 Days | • Past due message on statement  
            • Past due letter  
            • Cardholder contacted  
            • $35 Late Fee Assessed, if unpaid balance 3-days after payment due  
            • Note: Extremely risky accounts that repeatedly reach delinquency or cancellation status may be suspended or cancelled. |
| 31-60 Days | • Past due message on statement  
             • Past due letter  
             • Cardholder contacted  
             • Program Administrator contacted  
             • Additional $35 Late Fee Assessed, if unpaid balance 3-days after payment due  
             • Account Suspended |
| 61-90 Days | • Past due message on statement  
             • Past due letter  
             • Cardholder contacted  
             • Program Administrator contacted  
             • Client Management team contacted  
             • Additional $35 Late Fee Assessed, if unpaid balance 3-days after payment due  
             • Account Credit Revoked  
             • Note: Per Columbia University Policy, Account will be cancelled and will not be eligible for reissuance. |

The card provider reserves the right to cancel a Corporate Card at any time with cause (e.g., fraud).
APPENDIX B

CORPORATE CARD APPROVED AND RESTRICTED USES

Approved Uses
The Corporate Card program at Columbia University provides employees with a convenient method of paying for University-approved travel-related and business expenses. Examples include:

- Airline tickets, lodging, meals and other approved travel expenses as per the University’s Travel and Business Expense Policies.

- For most employees, the Corporate Card eliminates the need for University travel advances. An employee can be reimbursed in advance for an airline ticket. To do so, he or she must purchase the ticket at least 14 days prior to an approved trip. He or she must also submit proof of payment, a copy of the ticket or itinerary, and a valid business reason with a completed Travel & Business Expense Report to Accounts Payable.

- Business-related University-approved meal and entertainment expenses as per the University's Travel and Business Expense Policies.

Restricted Uses
The Corporate Card cannot be used for the following types of purchases:

- Personal purchases.

- Business-related purchases of equipment. Note: if an emergency situation arises, you may use the Corporate Card, however, the emergency situation must be fully documented on a Travel and Business Expense Report and an emergency expense may not exceed $500 per billing cycle. University policy dictates that equipment be purchased through the University's Purchasing Department. This policy secures the best prices available for the University and insures compliance with various tax regulations.