AMERICAN EXPRESS CORPORATE CARD POLICY

Responsible Office: Procurement Services, Accounts Payable
Effective Date: July 1, 2013

WHAT IS AN AMERICAN EXPRESS CORPORATE CARD

The American Express 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 American Express and is responsible for submitting a Travel & Business Report 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 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 Corporate Card can only be used for the employee’s University-approved travel-related and business expenses; the employee is not permitted to use the card for anyone else’s 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 must be cancelled.

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. However, if an account becomes 180 days delinquent, American Express will report the delinquency to a national credit bureau and this will impact the 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.

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 American Express Corporate Card program, policies and procedures.

WHO IS GOVERNED BY THIS POLICY
This policy governs the use and administration of the American Express 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 American Express 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 & 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 the request is not in compliance with University policies.

ELIGIBILITY FOR AMERICAN EXPRESS CORPORATE CARD ISSUANCE

- Only full-time officers are eligible to apply for the Corporate Card and may request an application by contacting the Finance Service Center. You can log an incident or request a service by using a self-service web form, or you can contact the Service Center by phone: 212-854-2122 Monday-Friday, 9:00 am – 5:00 pm.

- 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 will be forwarded to American Express which will issue a card upon credit approval.

Cardholders are required to attend a scheduled group training class prior to receiving their Corporate Cards. Cardholders will receive their Corporate Card at the conclusion of training.

Corporate Card Receipt Form must be signed by the Cardholder when he/she receives their Corporate Card; this represents the Cardholder’s acknowledgement of receipt of the Corporate Card and also acknowledgement for accepting the responsibility for use of the Corporate Card.

**Note:**

1. Employees may not request additional cards on their accounts. Cards are issued to University employees only.
2. Due to funding compliance and tax implications, enrollment in the American Express Rewards Program is not allowed.

**REPORTING LOST, STOLEN OR COMPROMISED CORPORATE CARD INFORMATION**

Contact American Express Customer Service at 1-800-528-2122 immediately 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 Procurement Card Administrator by contacting the Finance Service Center. You can log an incident or request a service by using a self-service web form, or you can contact the Service Center by phone: 212-854-2122 Monday-Friday, 9:00 am – 5:00 pm.

**RESPONSIBILITY FOR PAYMENT OF THE CORPORATE CARD**

An employee is responsible for paying, **in a timely fashion**, all charges on their Corporate Card account. Payment to American Express is due upon receipt of the billing statement. The employee is responsible for issuing payment directly to American Express. The University **will not** pay American Express directly. **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 45 days past due – the accounts will be placed on “hold”. Accounts which reach 60 days past due will be **cancelled** and will **not** 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 & Business Expense Report (TBER) to request reimbursement for travel-related and business expenses placed on their American Express 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.

MANAGE YOUR CARD ACCOUNT (MYCA)
Cardholders are required to register for Manage Your Card Account (MYCA) at www.americanexpress.com. Cardholders will not receive paper statements, however, they may view and print statements via MYCA. If a Cardholder does not register for MYCA, the University will suspend use of the Corporate Card until registration has been completed.

TERMINATION OF ACCOUNTS
Employee participation in the Corporate Card Program will be terminated by the University and/or American Express 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 60 days past due will be cancelled. Please review Appendix A for a schedule of Late Payment Procedures and Fees.
- Inactivity for a period of 12 months or more; the Procurement Card Administrator will regularly review card use and will cancel accounts which have not been used for a period of 12 months or more.

It is the responsibility of the cardholder’s department to contact the Procurement Card Administrator when leaving the employment of the University by contacting the Finance Service Center. You can log an incident or request a service by using a self-service web form, or you can contact the Service Center by phone: 212-854-2122 Monday-Friday, 9:00 am – 5:00 pm.

The Procurement Card Administrator will contact American Express and request that the card be cancelled.

AMERICAN EXPRESS CORPORATE CARD LATE PAYMENT PROCEDURES AND FEES
Please review Appendix A, American Express Corporate Card Late Payment Procedure 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**

**AMERICAN EXPRESS CORPORATE CARD LATE PAYMENT PROCEDURES AND FEES**

Payment to American Express is due upon receipt of the billing statement. American Express will send 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 American Express determines 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:

<table>
<thead>
<tr>
<th>Past Due</th>
<th>Action</th>
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<tbody>
<tr>
<td><strong>30 Days</strong></td>
<td>American Express will print a delinquency message on the Cardholder’s monthly statement, informing the Cardholder that the account is delinquent and requesting payment in full. A delinquency notice will be sent to the Cardholder and a phone call may be made to a Cardholder by American Express. Extremely risky accounts that repeatedly reach delinquency or cancellation status may be suspended or cancelled.</td>
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<tr>
<td><strong>45 Days</strong></td>
<td>For all Corporate Cards, American Express will print a delinquency notice on the Cardholder’s monthly statement. The Cardholder’s account will be charged a late fee of $39 on all unpaid balances of greater than $35. Per Columbia University Policy, delinquent account will be placed on hold and no new charges will be permitted until paid. The Program Administrator will send an email notification to the cardmember advising the card will be cancelled if the account reaches 60 days past due.</td>
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<tr>
<td><strong>60 Days</strong></td>
<td>American Express will print a delinquency notice on the Cardholder’s monthly statement. The Cardholder’s account will be charged a late fee of 2.99% or $39, whichever is greater, on all unpaid amounts greater than $35. Per Columbia University Policy, Account will be cancelled and will not be eligible for reissuance.</td>
</tr>
<tr>
<td><strong>90 Days</strong></td>
<td>The Cardholder’s monthly statement will again include a delinquency notice. The Cardholder’s account will be charged a late fee of 2.99% or $39, whichever is greater, on all amounts greater than $35 which remain unpaid for at least one statement billing period. The account may be referred to a collection agency.</td>
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<td><strong>120 Days</strong></td>
<td>The delinquency message continues to appear on the Cardholder’s monthly statement, and the account will be charged a late fee of 2.99% or $39, whichever is greater, on all unpaid amounts greater than $35. Collection efforts are continued until the balance is paid in full. Court costs plus reasonable attorneys’ fees may be added to any delinquent balance referred to an attorney for collection.</td>
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<tr>
<td><strong>150 Days</strong></td>
<td>Collection efforts will continue and the account will be charged a</td>
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<td><strong>late fee of 2.99% or $39, whichever is greater, on all unpaid amounts greater than $35.</strong></td>
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<tr>
<td><strong>180 Days</strong></td>
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<tr>
<td>The unpaid account will be reported to a national credit bureau. Collection efforts will continue and the account will be charged a late fee of 2.99% or $39, whichever is greater, on all unpaid amounts greater than $35.</td>
<td></td>
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Notwithstanding American Express’ policy for suspension/cancellation in connection with charge payment patterns, American Express 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 American Express Corporate Card program at Columbia University provides employees with a convenient method of paying for University-approved travel-related and business expenses. Such as:

- 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](#).

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

- Personal Purchases
- Business-related purchases of equipment. Please note, if an emergency situation arises, you may use the Corporate Card, however, the emergency situation must be fully documented on a Travel & Business Expense Report and an emergency expense may not exceed $500 per billing cycle. University procedure 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.
- Travel and Business expenses of other University employees
- Payment of Travel and Business expenses for non-University employees