

Use of Corporate/Travel Card

| Use of Corporate/Travel Card | Examples of Allowable Expenses while on Business Travel | Examples of Allowable Expenses for Business Entertainment Events | Examples of Not Allowable Expenses |
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| <p>A Baylor paid card for business travel, entertainment, and expenses.</p> <p>Recommended to individuals who travel three or more times a year or whose role requires entertaining or recruiting on behalf of the College.</p> | <p>Business Travel Trip:</p> <ul style="list-style-type: none"> • Airfare • Baggage Fees • Hotel • Conference/Seminar/Training registration • Car Rental • Other Transportation (Uber/Taxi fare) • Business Meals (no personal travel meals) • General Office Supplies while on business trip <p><i>* Virtual Conferences & Training registrations that require no traveling can be placed on the P-Card</i></p> | <p>Business Meetings & Entertainment Events (e.g., Graduations):</p> <ul style="list-style-type: none"> • Group Meals (event-related) • Food/Catering (event-related) • Office Supplies (event-related) • Postage/Shipping (event-related) • Transportation/Uber/Taxi fare (event-related) • Venue Parking (event-related) • Awards/Gifts (event-related) <p>College Recruitment:</p> <ul style="list-style-type: none"> • Candidate Travel Arrangements • Meals/Food (interview/recruitment-related) • Office Supplies (recruitment-related) • Advertisements (recruitment-related) • Postage/Shipping (recruitment-related) • Awards/Gifts (recruitment-related) <p>Gifts: See College's policy regarding gift and entertainment expenses for IRS regulations and tax implications</p> <p><i>* Food/Catering services that require contract agreement to be signed must be reviewed and approved by Contracts Team (must be within credit limit threshold to use Corp Card)</i></p> | <ul style="list-style-type: none"> • Alcohol that will be allocated to sponsored agreements • Telecommunications: Cell Phones/Pre-Paid Phones Services • Computers/laptops/tablets • Celebratory events where there is no business purpose • Donations/Contributions • Cash Advances/ATM Withdrawal • Public Storage • Tuition School Semester Classes • Relocation/Moving Expenses • Private fuel |

Roles & Responsibilities

| Roles | DPP Level | Responsibilities include but are not limited to: | High Level Function |
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| 1. Corporate Travel Cardholder (individual authorized to use the issued card, primary account holder of the card) | All | <p>Makes business travel, entertainment and similar business-related purchases on behalf of the College</p> <ul style="list-style-type: none"> Submit a travel request for approval prior to booking a business trip Review transaction details in Concur and report any discrepancies/unauthorized charges <ul style="list-style-type: none"> Responsible/Accountable for improper charges Allocate expenses to appropriate cost center or WBS and submit all required receipts and documentation Provide appropriate explanation and description of incurred expenses including business justification purpose <ul style="list-style-type: none"> Allowable expenses only; exceptions documented with Department Head approval (see Use of Corporate Travel Card) Submit the Travel/Card Expense Report within 45 days of the actual expenditure | <ul style="list-style-type: none"> Comply with the Employee Business Expense Policy SAP Concur Travel & Expense Procedures |
| 2. Expense Approver (employee's departmental expense approver, org unit approver) | (must be appropriate level - S4 & up) | <p>Approves Corporate Travel Card Expense Reports in Concur</p> <ul style="list-style-type: none"> Conduct a thorough review of all travel/expenses to ensure adherence to policy compliance Ensure that submitted travel/expenses are allowable on the specified funding source and that expenses are properly documented with appropriate receipts and/or documentation based upon the funding source Ensure entertainment engagements are capped at an expense of \$75 USD (including gratuity) per person <ul style="list-style-type: none"> List of all attendees | <ul style="list-style-type: none"> Verify business justification Must have Employee Business Expense Policy, SAP Concur Travel & Expense and Grant Policy and Procedures knowledge as well as price reasonableness determination |
| 3. Cost Object Approver (budget owner(s) fund center owner in SAP) | SAP COA | <p>Final approver of expense reports in Concur based on WBS/Fund center</p> <ul style="list-style-type: none"> Secondary check for expense appropriateness Reviewing budgetary allocations and funds availability | <ul style="list-style-type: none"> Ensure regulatory & compliance Must have Employee Business Expense Policy, SAP Concur Travel & Expense and Grant Policy and Procedures knowledge as well as price reasonableness determination |
| 4. Card Manager/Point of Contact (individual designated by department to monitor department card/s) | (must be appropriate level - M & up) | <p>Ensures department Corporate Travel Cards are used within Baylor' Business Expense Policy</p> <ul style="list-style-type: none"> Using Monthly Department Workbook, ensures cardholders are submitting Card Expense Reports in a timely manner (within 45 days of the actual expenditure) Educate and provide card policy guidance to card holders in the department Serves as primary point of contact for cardholder questions, concerns or issues (serve as liaison with Central Card Administrator and Concur Administrator) Enforces non-compliance consequences under the direction of Department Head and Supply Chain Services | <ul style="list-style-type: none"> Must have Employee Business Expense Policy, SAP Concur Travel & Expense and Grant Policy and Procedures knowledge as well as price reasonableness determination |
| 5. Department Head, Academic Dept. Chair, Center Director, or Non-Academic Chair | M | <p>Ultimately accountable and responsible for Corporate Travel Card use compliance</p> <ul style="list-style-type: none"> Provide overall metric and KPI's to the department leadership and administration in order for department to manage accountability In conjunction with Supply Chain Services, cancel Corporate Travel Cards when one of more or the following items have occurred: <ul style="list-style-type: none"> Card Expense Reports are not consistently completed Three or more Card Concur Expense Reports have not been completed Corporate Travel Card has been used for unallowable expenses (e.g., computers, private fuel, telecommunications, etc.) and are not clearly justified | <ul style="list-style-type: none"> Must have Employee Business Expense Policy, SAP Concur Travel & Expense and Grant Policy and Procedures knowledge as well as price reasonableness determination |