

York University Travel & Expense Card Guidelines

Section I – Overview

The US Bank Visa Travel & Expense (T&E) Card is a charge card administered by York University (the “University”) and available to eligible Faculty and Staff who incur travel or related expenses, on behalf of the University.

The T&E Card is to be used exclusively for University approved travel thereby eliminating the need for Faculty and Staff to incur University related charges on a personal credit card or request advances from the University.

The University will remit payment directly to US Bank Visa for all approved reimbursable expenses charged to the T&E Card. **All reimbursable business expenses must be reconciled by submitting an expense claim through Concur, the University’s automated expense reporting system.**

Section II – Benefits

Card benefits:

- The University pays US Bank Visa directly for all approved business expenses charged to the T&E Card
- The T&E Card can be used anywhere Visa is accepted
- The T&E Card savings to employees travelling on University business by providing:
 - Auto Rental Collision/Loss Damage Insurance *
 - Flight Delay Insurance *
 - Emergency Purchases Insurance (for baggage loss/delay) *
 - Hotel/Motel Burglary Insurance *
 - Travel Accident Insurance *

* Limits, exclusions, and other terms and conditions apply. Please refer to US Bank Visa Commercial Card: Insurance Certificates.

Advantages to the cardholder:

- No need to incur charges on personal credit card
- No need to continually apply for travel related advances
- Cardholder can view account activity (charges & payments) online at any time
- Reduced manual effort to prepare expense reports as most transactional information will be integrated seamlessly to populate your claim in Concur

Section III – Application

1. The T&E Card is to be used exclusively for travel and related expenses in accordance with the University’s policies and procedures. The following University policies and procedures govern the expenses eligible to be charged to the T&E card:
 - Reimbursement of Expenses policy & [procedure](#)
 - Procurement of Goods and Services policy & [procedure](#)
 - Hospitality policy & [procedure](#)

Examples of eligible purchases:

- Airfare
- Hotel accommodations
- Taxi, bus, rail
- Car Rental – always decline insurance
- Fuel (for rental cars only)
- Conference, seminar and registration fees
- Meals while traveling for University purposes
- Hospitality (pre-approved)
- Nominal purchases of goods where the merchant is unable to directly bill the University

Examples of ineligible purchases/transactions:

- Cash advances, ATM withdrawals
- Controlled goods/substances, including hazardous and radioactive materials, and some chemicals
- Purchases of goods where the merchant is able to directly bill the University (these should be ordered through Sm@rtbuy, paid by P-Card, or paid through Accounts Payable)
- Consulting, employment, and other services

2. All expenses charged against the T&E card must be submitted through Concur.
3. The T&E Card must not be used for personal expenses. In the unforeseen or rare event (for example, in an emergency situation), where personal expenses are charged to the T&E Card, expenses must also be submitted through Concur and designated as personal expenses. These expenses are the responsibility of the cardholder and must be settled directly with US Bank.

Section IV – Eligibility and Approval

1. T&E cards are available to eligible Faculty and Staff. Individuals eligible to apply for the T&E Card include fulltime appointed academic, professional, and managerial staff, who are required to travel regularly on behalf of the University.
2. T&E card applications must be approved by the following individuals:
One of the following individuals:
 - Executive Officer
 - Dean/Principal or designated Associate Dean/Principal
 - University Librarian or designated Associate University Librarian
 - AVP Finance & CFO
 - Vice-President or designated Associate Vice President
 - President

and

 - Director of Procurement
3. Where applicant is listed as an Approver above, then approval must be obtained from the person to whom the applicant reports or the AVP Finance & CFO.
4. Other full-time employees (not listed in 1 above) who require a T&E card will require the approval of the AVP Finance & CFO or the responsible Vice-President.
5. T&E cardholders will be required to sign a Cardholder Agreement outlining the terms of use of the Card.

Section V – Roles and Responsibilities

1. Participants/stakeholders in the York University T&E Card program include:
 - T&E Cardholder (York Employee)
 - Supervisor/Manager (i.e. one-over-one approver of expense reports)
 - T&E Card approver
 - York University Finance Department (Finance)
 - US Bank Visa (issuer)
2. T&E Cardholder responsibilities include, but are not limited to the following:
 - Complete the T&E card application and obtain the appropriate approvals
 - Sign the Cardholder agreement

- Review the current and any updated versions of this guideline and University policies and procedures related to business travel & other expenses
- Attend the cardholder training provided by Finance
- Use the T&E card in accordance with this guideline, University policies and procedures (including ethics, procurement policies and procedures, reimbursement of expenses, and human resources policies and procedures), and funding agency requirements, policies and procedures
- For externally funded research, ensure all expenditures occur within the dates for which the expenditures are eligible against the grant
- Be accountable for all charges made with the card
- Maintain the T&E card with the highest level of security. Settle disputes directly with vendor
- Report immediately to US Bank Visa [toll free at 1-800-588-8065 or see reverse side of card] and Finance if card was lost or stolen, or if the cardholder suspects the card or account number has been compromised
- **Submit all expenses through Concur in an accurate and timely manner (i.e. by the end of the month in which your statement is issued) and obtain the appropriate one-over-one approval of all claims submitted through Concur**
- Retain original receipts to be imaged and attached to expense lines in Concur and submit the original receipts to Finance
- Return the card upon termination of employment or at the commencement of extended leave from the university
- Pay directly to US Bank the amount of any personal expenses charged to the card
- Pay any interest and/or penalties incurred as a result of late filing of expense claims.
- Understand that misuse of the card or failure to file expense reports through Concur on a timely basis will result in suspension of all privileges related to the T&E Card

3. Finance responsibilities include, but are not limited to the following:

- Review expense reports through Concur
- Monitor overdue accounts and notify cardholder
- Provide training
- Coordinate issuance of new cards
- Notify Faculty and Staff of credit card cancelations in the event of misuse of the card by Faculty and Staff

4. T&E Card approver responsibilities include, but are not limited to the following:
 - Identifying employees who qualify for the T&E card based on current employment status and travel requirements
 - Approving cardholder applications

5. T&E Card issuer responsibilities include, but are not limited to the following:
 - Timely issuance of new and replacement cards
 - Provide 24 hours customer service support (contact: 1-800-588-8065)
 - Provide optional travel Insurance to cardholders
 - Provide access to online account statements

Section VI – Cardholder Liability

- **All unapproved expenses will become the responsibility of the cardholder.**
- The University may deduct the amount of any unapproved card transactions or card transactions designated as personal expenses not paid directly to US Bank Visa directly from any future payment due to the Cardholder

Section VII – Other Items

- The T&E card is not transferrable. Only the person, whose name appears on the card, is authorized to use the card
- The card does not affect personal credit
- All transaction documentation and reconciliations will be subject to audit by Finance, Internal Audit, and/or external granting agencies.
- Failure to comply with these guidelines may lead to cancellation of card with notice by email.