

*** This overview is intended as a starting point. Please refer to the University's full guidance per the links below.**

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.

Appropriate use:

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 6 of the Travel Policy)
3. Office supplies or other vendors that are available in HCOM*

*Purchasing 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.

Cardholder Responsibilities:

1. Pay all charges via Concur by the statement due date
2. You are personally liable for the payment of late fees and penalties
3. Non-reimbursable expenses need to be paid directly to Citibank by the individual cardholder. Repeated inappropriate use of the card may subject the employee to disciplinary action
4. Provide vendors with Harvard's tax exempt number (E 042-103-580) if applicable

Expense Processing:

Individual incurs reimbursable Corporate Card expenses while traveling or entertaining on University business and collects receipts.

- Preparer creates a Corporate Card direct payment in Concur, and may perform this reconciliation in batches or as needed
- An appropriate business purpose contains who, what, where, when, and why (e.g.: *J.Harvard ABCWorkShop Registration 8/27/19 CambridgeMA*). Preparer submits the Concur request with attached receipts, to approver

For additional Corporate Card questions, please contact
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Financial Policy Office: <https://policies.fad.harvard.edu/pages/travel-0>
Office for Sponsored Programs: <https://osp.finance.harvard.edu/>