

Travel and Entertainment Card (T&E Card) – 1/1/09

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1. General Principles

The **Travel and Expense Card (T&E Card)** is an individual liability purchasing card issued by a Bank (JP Morgan Chase). Though it resembles and works like a personal bank card, significant differences exist:

- a) it is a “charge” or individual liability “purchasing” card rather than a “credit” card;
- b) liability rests *with the employee* for timely payment in full each month to the bank for all transactions, and;
- c) it is assigned by the bank to the employee and is only to be used by the employee for **that employee’s** Case Western Reserve University travel and related expenses for the term of the employee’s employment with the University.
- d) the University may terminate the Cardholder’s right to use the T&E Card at any time and for any reason. The Cardholder must immediately surrender the T&E Card upon request, upon transfer to another university department, or upon termination of employment.

2. Policy

T&E Cards must be used only for official university business purposes and in full compliance with other university policies. T&E Cards must be used responsibly and in a manner consistent with the university's mission, policies and procedures, as well as applicable laws and ethical practices.

Cardholders must know and comply with all University policies and procedures, including those regarding Procurement (<http://www.case.edu/bizpolicies/procure/index.html>), Travel (<http://www.case.edu/bizpolicies/travel/index.html>), Catering (<http://www.case.edu/bizpolicies/catering/index.html>), and Human Resources (<https://www.case.edu/finadmin/humres/policies/>). Cardholders also should review Procurement Services' Procurement Card Suite manual (<http://www.case.edu/finadmin/matsupp/pdfs/pcardpolicy.pdf>), FAQ section (<http://www.case.edu/finadmin/matsupp/procurement/pcardupdate.html>) before completing a card application.

It is the employee's responsibility to maintain current address information with the issuing Bank. The individual Cardholder is responsible for complete and timely payment of card charges. If the Cardholder fails to make complete and timely payment, the University will be notified and is responsible for any balance due. If a Cardholder fails to pay in full each month the T&E Card balance, the Cardholder may be subject to disciplinary action, up to and including termination, and/or legal action. In addition, pursuant to the Cardholder application and authorization, the University will deduct from the payroll direct deposit of the Cardholder's salary an amount equal to the unpaid balance due on the T&E Card.

3. Reconciliation and Approval

The bank bills the University employee for the net amount of all authorized transactions processed during a given period on the T&E Card. The employee must verify the information received in the bank's billing and submit a timely authorized Payment Request for reimbursement and Statement of Travel Expense to Accounts Payable with appropriate detailed and original backup documentation for that reimbursement. Internet receipts are acceptable. The Cardholder will not be reimbursed for unsupported or unapproved expenses, for late fees, or for other expenses charged to the T&E Card in violation of this policy.

In addition, the following consequences apply for unpaid balances:

- If a T&E Card balance goes unpaid for 45 days, the card user's privileges are suspended temporarily.
- If a balance goes unpaid for 60 days, the card user's privileges are suspended permanently.
- In addition, if a balance goes unpaid for 60 days, the amount will be deducted from the user's payroll.

4. Security

Cardholders are responsible for securing T&E Cards in the same manner that cash and checks are handled. Cardholders may not share or lend their T&E Card to others and must keep the T&E Card number confidential. If the card is lost, stolen or used by a person other than the authorized

cardholder, the cardholders must immediately report such action by calling 1-800-316-6056, extension 7640.

5. Cardholder Employment Status

The T & E card will be cancelled at the employee's termination of employment with the University. Cardholders must notify Procurement Services within 24 hours when they are no longer employed by the university.

6. Sales Tax

The University's tax exempt number will not be imprinted on the face of the T&E card. A separate tax-exempt card will be issued and can be used for Travel and Entertainment charges related to Case Western Reserve University business.

7. Unallowable Charges

Certain transactions are prohibited on T&E Cards because the goods or services require additional review for tax, insurance or other regulatory issues. Reference [Exhibit B](#) in the Procurement Card policy [link](#) for a more information.

8. Outside Reviews

All university transactions, including those made on T&E Cards, are subject to review by the Management Center, the Procurement Department, and internal and external auditors for compliance with sound business practices, institutional policies and procedures, and applicable laws and regulations. Periodic audits of Cardholder's transactions and supporting documentation will occur. Individuals found in violations of University policies for Procurement Cards may be subject to sanctions appropriate for their status at the university (i.e. faculty, staff or student).

9. Violations of Policies on T&E and Procurement Cards

Individuals found in violation of University policies for T&E Cards or other Procurement Cards may be subject to disciplinary action, up to and including termination for faculty and staff, or up to and including expulsion for students, and/or appropriate legal action or presentation to the authorities for possible criminal charges.