

# CORPORATE CARD TRAINING FOR NON-TRAVEL EXPENSES

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# CORPORATE CARD APPLICATION

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**A BYU-H Corporate card applicant may be approved for the following:**

- Travel Expenses only—employees approved to use the card for Travel only.  
Monthly Limit-- \$5,000 Single Transaction Limit--\$2,000
- Travel Expenses and Business purchases—employees approved to use the card for both Travel and business Purchases.  
Monthly Limit--\$10,000 Single Transaction Limit--\$2,500
- (Those who are approved for both must review both Non-Travel & Travel training)

# TRAINING FOR NON TRAVEL EXPENSE:

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This training gives you an overview of the Corporate card program and what you need to know when using your corporate card for purchases. Since this training is for non-travel expenses, we will refer the card as the P-card which stands for Purchasing card or Procurement card.

# CORPORATE CARD AGREEMENT

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What Do I agree to when I use my Corporate card for purchases?



# CORPORATE CARD AGREEMENT

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As the Cardholder; I am currently a BYU–Hawaii employee and agree to the following terms and conditions regarding my use of a Corporate Card issued to me for approved university related expenses:

1. I understand that by using the Corporate Card, I will be making financial commitments on behalf of the Department and that the Department will be liable for all charges made with the Corporate Card. Therefore, all commitments will be under the direction and approval of my Director/Dean.
2. I agree to use the Corporate Card only for authorized purchases, in an appropriate manner, as defined by the Department, and in accordance with the Corporate Card policies and procedures for Purchasing and Travel Services.

# CORPORATE CARD AGREEMENT

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- 3. I will strive to obtain the best net value for the Department when purchasing merchandise and/or services with the Corporate Card.
- 4. I understand that I am the only person authorized to use the Corporate Card. I will make every effort to safeguard the Corporate Card and prevent it from being used by any other person or for personal benefit.
- 5. I understand that I am expected to provide detailed receipts when reconciling my Expense transactions in Workday. My Director/Dean will review and approve all Expense transactions in Workday which will show the purchases I have incurred and the account to which they were billed.

# CORPORATE CARD AGREEMENT

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- 6. A lost or stolen card will be immediately reported by telephone to BAML Customer Service at 888-449-2273 OR 602-379-8753 (for collect calls originating outside the United States). In addition, I will immediately report this loss to the Purchasing Corporate Card manager at 808-657-3951.
- 7. I understand that should I make an unauthorized purchase or use the Corporate Card in an inappropriate manner, I will be subject to disciplinary action, including potential termination from employment.
- 8. I will indemnify BYU–Hawaii against any misuse of the Corporate Card by me or by any to whom I allowed use of the Corporate Card, including without limitation, reimbursement of any charges contrary to the terms of this Agreement and paying any costs and attorney's fees arising from such misuse of the Corporate Card.

# CORPORATE CARD AGREEMENT

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- 9. I will surrender the Corporate Card to an authorized Department representative (supervisor, manager, controller or Purchasing Corporate Card manager) immediately upon request or upon my transfer to a different department or upon my termination (voluntary or involuntary) or retirement from my employment.

I have read this agreement, understand it and agree to be bound by it, and any subsequent amendments or addenda, for as long as I am a Corporate Cardholder of BYU–Hawaii.

# P-CARD POLICIES

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- P-card limits are \$10,000 per month and \$2,500 per single transaction.
- Cannot do Split transactions to circumvent limits.
  - ✓ Definition. The act of splitting (dividing) a single and full amount of payment in two or more simultaneous transactions in order to avoid per transaction limits.
- Any IT purchases above \$300 require approval from the Chief Information Officer.
  - ✓ For software purchases, check with IT rep to make sure that the school does not have a license first.
  - ✓ ALL printers and other devices that connect to the BYUH network regardless of the amount require approval from the Chief Information Officer.

# P-CARD POLICIES

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## Non allowable Expenses:

- ✓ Entertainment
- ✓ Personal Travel
- ✓ Leisure
- ✓ Cash advances
- ✓ Personal Services (dating, funeral, baby-sitting, detective, adoption...), jewelry, DVD rentals
- ✓ Personal purchases
- ✓ Can not use corporate card to fill up gas/fuel while using personal vehicle for business purposes.



# P-CARD POLICIES

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- Shipping address should be the university address only. The receipt status should show that the order has been shipped or delivered.
- Purchase of cash and cash equivalents (for example, gift cards, charge cards or credit card) no matter the amount is not allowed.
- Department general funds up to \$25 may be used for purchase of a lei for university guests for specific occasions. If a University purchasing card is used to purchase leis, the person(s) or group(s) receiving the lei, as well as the purpose or occasion must be indicated in the transaction receipt.

# P-CARD POLICIES

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- Gifts for special occasions, such as terminations, birthdays, birth of children, departing employees, or weddings should be purchased from funds contributed by co-workers and friends. Departmental Funds are not to be used. The University Remembrance Policy covers deaths of full time employees and their families and is paid by the University Communications department.

# P-CARD POLICIES

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## Meals Per Diem Rate for Hawaii--\$68

Breakfast - \$14.00 per person

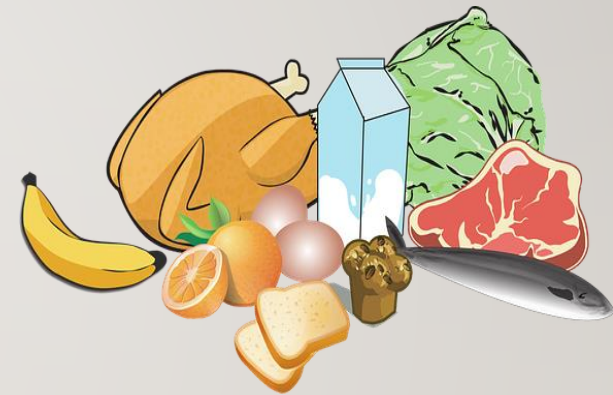
Lunch - \$20.00 per person

Dinner - \$34.00 per person

6:01 a.m. to 12:00 noon - Breakfast

12:01 p.m. to 6:00 p.m. - Lunch

6:01 p.m. to 12:00 midnight - Dinner



# P-CARD POLICIES

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- **DEPARTMENTAL OR WORK TEAM MEETINGS**

- ✓ If business necessity *requires* employees to meet during a meal time period and no external individual is being hosted by the university, the cost center manager/dean may authorize university funds to be used for this purpose.
- ✓ Non-travel-related meals among employees should be **rare**, have a **specific business purpose**, and be limited to a **cost suitable to the event**.
- ✓ Departments must show on all invoices, receipts or other documents for such meals stating the “business purpose” a list of those who attended.

- **Excessive Gratuity**

- ✓ Tips exceeding 20% of the bill total are not allowed. Employees wishing to tip beyond 20% limitation may use their own funds to do so.

# P-CARD POLICIES

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## Hosting

- hosting events could include entertaining a visiting lecturer, a potential donor, a prospective employee, or other official guests of the university; this may also include a guest(s) of the person being hosted/recruited by the university.
- University funds may be used to pay for a guest or spouse of the hosting employee provided there is a business purpose.
- Any request to use University funds for hosting purposes must include an explanation of the business purpose. Employees may be asked to reimburse the university if the business purpose justification is inadequate.
- Any guest or spouse of a university employee acting in a hosting capacity for the university will be expected to abide by university policies and standards. Alcoholic beverages may not be provided at University expense in any setting on or off-campus.

# P-CARD POLICIES

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## Food

- All food sold and served at events will be governed by Food Services policies (see policy #GAOP004, Catering Food on Campus).
- Prepared food (i.e. pizza, sandwiches, plate lunches) may be obtained from licensed vendors and brought in by employees.
- Any on-campus event that is catered must be provided by a vendor holding proper food catering permits and is pre-approved by Food Services.
- It is the preference of the university that all catered food be provided by the university's Food Services department.

# P-CARD POLICIES

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## Penalties

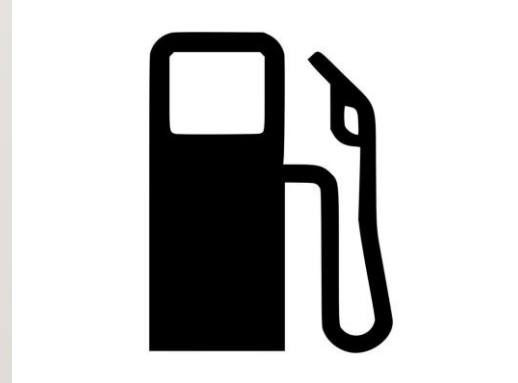
- Purchasing will review questionable purchases and communicate with departments when hosting, meals, and refreshment expenses become excessive.
- Employees found to knowingly aid in processing transactions violating any provision of the policy may face disciplinary action.

# P-CARD POLICIES

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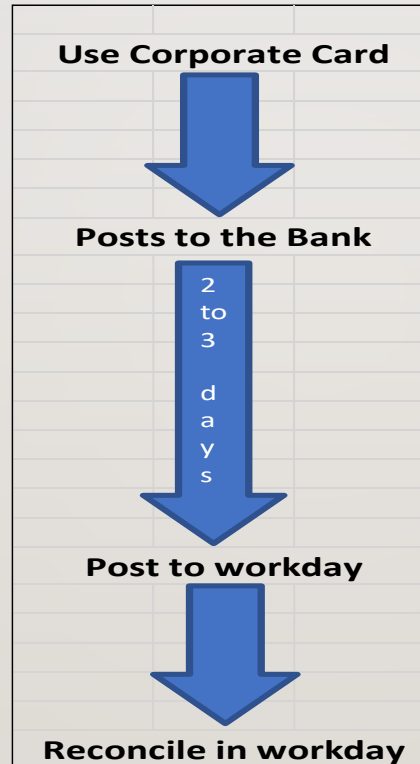
## Mileage Reimbursement:

- Mileage reimbursement may be filed in Workday. Rates are set by GSA (General Service Administration-IRS) and may change periodically.



# P-CARD RECONCILIATION PROCESS

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# P-CARD RECONCILIATION PROCESS

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**P-card reconciliations are done in Workday. Expense Reports are created to reconcile all p-card transactions.**

- Receipts need to be attached for all purchases on the Expense Reports. Original Itemized receipt needs to include:
  - ✓ Date
  - ✓ Merchant name
  - ✓ Exact amount that was charged the Corporate card
  - ✓ Detailed description of the items purchased
  - ✓ Shipping address ( if applicable)

# SAMPLE RECEIPTS


## Itemized Receipt

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## Credit Card Receipt

**Service Provider**

FAMOUS DAVE'S  
#2086  
601 BALTIMORE PIKE  
BEL AIR, MD 21014  
410-638-8955



3003 Megan H

Tbl 33/1    Chk 3470    Gst 2  
Sep20'14 05:43PM

**Date**

**Detailed description of items purchased**

**DINE IN**

1 PORK PLATTER	12.99
1 SASSY SALAD	10.99
Food Total	23.98
Tax	1.44
06:50PM Total Due	25.42

FAMOUS DAVE'S  
#2086  
601 BALTIMORE PIKE  
BEL AIR, MD 21014  
410-638-8955

Date: Sep20'14 06:53PM  
Card Type: [REDACTED]  
Acct #: XXXXXXXXXXXX [REDACTED]  
Card Entry: SWIPED  
Trans Type: PURCHASE  
Trans Key: [REDACTED]  
Auth Code: [REDACTED]  
Check: 3470  
Table: 33/1  
Server: 3003 Megan H

**Proof of payment**

Subtotal: 25.42  
\*\*\*\*\* GUEST COPY \*\*\*\*\*

Tip: 31.42  
Total: 31.42

PIONEER ACE HARDWARE-LAIE  
55-510 KAMEHAMEHA HWY, #11  
LAIE, HAWAII 96762

PAGE NO: 1

PHONE: (808) 622-7003

REMIT TO: PIONEER ACE HARDWARE - A/R  
930 Kilani Ave, Wahiawa HI 96786

CUSTOMER NO: 000  
JOB NO: 000  
PURCHASE ORDER: CC

REFERENCE: PO # CC

TERMS: CASH/CHECK/BANK CARD

CLERK:

DATE/TIME: 1/19/22 5:13

SOLD TO: BYU HAWAII

SHIP TO: BYUH

TERMINAL 582

ATTN: ACCTS. PAYABLE  
55-220 KULANUI STREET 96762  
LAIE HI

SALES PERSON:

TAX 004 SALES TAX

INVOICE: F65206/3

QUANTITY	ORDERED	QUANTITY	SKU	DESCRIPTION	SUGG	UNITS	PRICE	/PER	EXTENSION
1	1	1	EA 4223392	TAILPC 1-1/2"X12" WHT HG		1	6.59	/EA	6.59
1	1	1	EA 48280	TRAP P 1-1/2" WHT BG ACE		1	7.59	/EA	7.59
2	2	2	EA 43794	NUT SJ 1-1/2" WHT CD ACE		2	4.99	/EA	9.98

\*\* PAID IN FULL \*\*

25.30

TAXABLE  
NON-TAXABLE  
SUB-TOTAL

24.16

0.00

24.16

TAX AMOUNT  
TOTAL AMOUNT

1.14

25.30

BANKCARD PAYMENT

BKCRD#: XXXXXXXXXXXX

MID: \*\*\*

(CREDIT CARD!!!)

APP:

XR

X

Received By:



Final Details for Order #111-5063815-8700215

[Print this page for your records.](#)

Order Placed: January 5, 2022

Amazon.com order number: 111-5063815-8700215

Order Total: \$83.74

Shipped on January 7, 2022

#### Items Ordered

2 of: SanDisk 256GB Extreme SDXC UHS-I Card - C10, U3, V30, 4K UHD, SD Card - SDCDXV5-256G-GNCIN

Sold by: Amazon.com Services LLC

Price:

\$39.99

Condition: New

#### Shipping Address:

55-220 KULANUI ST # 1937  
LAIE, HI 96762-1266 United States

#### Shipping Speed:

Standard Shipping

#### Payment information

##### Payment Method:

Visa | Last digits:

##### Billing address

55-220 KULANUI ST # 1937  
LAIE, HI 96762-1266 United States

Item(s) Subtotal: \$79.98

Shipping & Handling: \$0.00

Total before tax: \$79.98

Estimated tax to be collected: \$3.76

Grand Total: \$83.74

#### Credit Card transactions

Visa ending in: January 7, 2022: \$83.74

To view the status of your order, return to [Order Summary.](#)

# P-CARD RECONCILIATION PROCESS

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- If original receipts are lost, the card holders must make a reasonable effort to obtain duplicates. If such efforts fail to produce duplicate receipts, the card holders must fill out a Lost/Missing Receipt Form.

<https://brightspotcdn.byu.edu/4e/7d/e0502b8e4bebb0b05589ab7757e1/missing-receipt-affidavit.pdf>

# P-CARD RECONS DEADLINES

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- All Non-Travel Expenses are to be reconciled within the month they occur.
- Workday sends out two notifications, one on the 25<sup>th</sup> and the second, on the 7<sup>th</sup>-- the final reminder to get all transactions for the previous month reconciled.
- Late reconciliation will result in suspension of card and will not be reinstate until all transactions are reconciled

# LINKS TO POLICY

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- **How to Create an Expense Report for Non-Travel Expenses**

[https://youtu.be/bM8Of\\_a2Z00](https://youtu.be/bM8Of_a2Z00)

- **Link to All University Policies**

<https://policies.byuh.edu/policies-a-z>

- **Link to Travel Policy and Procedures**

<https://travel.byuh.edu/travel-procedures>