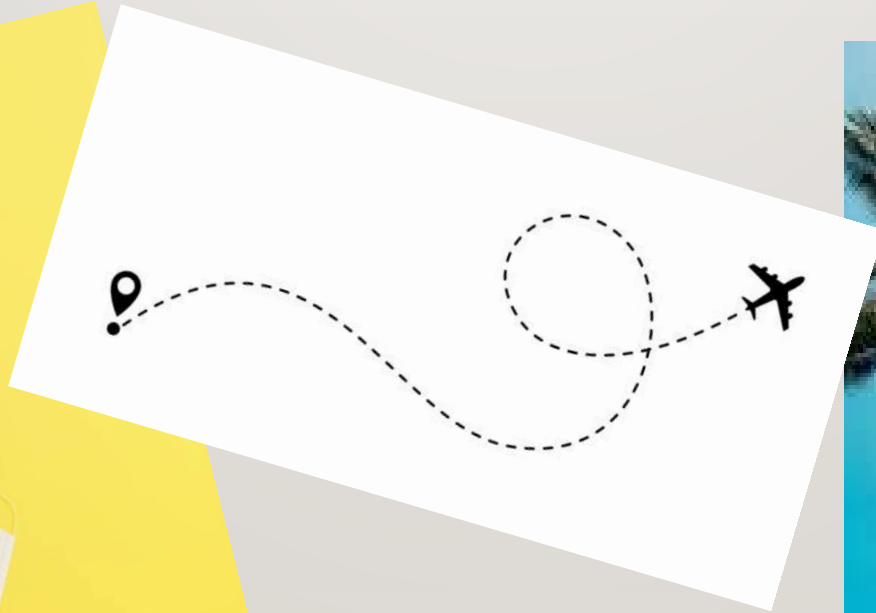


CORPORATE CARD TRAINING FOR TRAVEL EXPENSES



CORPORATE CARD APPLICATION

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 TRAVEL EXPENSE:

- This training gives you an overview of the Corporate card program and what you need to know when using your corporate card for Travel expenses.
- Click this link to see all Travel policy and procedures.

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

CORPORATE CARD AGREEMENT

What Do I agree to when I use my Corporate Card for Travel?



CORPORATE CARD AGREEMENT

- 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

- 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

- 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 808-675-3951.

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

- 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.

CORPORATE CARD POLICIES

- Corporate card (for travel only)-- limits are \$5,000 per month and \$2,000 per 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.
- No personal expenses
- All expenses that occur before the trip such as airfare, lodging, conference fee etc. are to be reconciled in the month they occur.
- Upon returning from a trip, all personnel and groups must submit approved expense reports within 15 business days of their return.

TRAVEL POLICIES AND PROCEDURES

- Personnel traveling on University business are **required to make all travel arrangements through BYU-H Travel Services**. Any use of outside travel vendors, online travel websites for airline fares, tours, ground packages and other specialty travel must also be coordinated through Travel Services.
- Personnel are encouraged to charge lodging, car rentals, meals, registration, and other University approved business travel expenses to their corporate charge card.
- The University reimburses faculty, staff, authorized students, and university guests for legitimate, reasonable, and necessary expenses incurred while conducting approved University business in accordance with University policy.
- Under no circumstances shall expenses for personal travel be charged to, or be temporarily funded by the University unless prior approval is given.

TRAVEL POLICIES AND PROCEDURES

- The University uses Workday Expense for filing a pre-trip approval document called a **Spend Authorization** and a post-trip reimbursement document called an **Expense Report**.
- All personnel traveling on University business must file a Spend Authorization for each trip that requires them to be away from home overnight. Spend Authorizations are not required for same-day travel. The spend authorization should be filed at least 10 days prior to travel.
- For approved student travel or group travel procedures. Please review on the Travel website. <https://travel.byuh.edu/travel-procedures>

TRAVEL POLICIES AND PROCEDURES

Travel Expense Reconciliation

- All personnel traveling on a University-approved business trip must submit an Expense Report to report travel expenditures within fifteen (15) business days after returning from a trip. [How to Create an Expense Report for Travel Expenses](#)—a video tutorial is available in Workday.
- For approved Student or Group travel Expense Report reconciliations (Spend Authorization, Expense Reports, Cash advance etc.—review procedures with Purchasing@byuh.edu.
Ph#808-675-3958

TRAVEL POLICIES AND PROCEDURES

An expense report for Travel requires the following:

- Business Purpose of the trip
- An attachment of the Travel Reservation Itinerary for airfare
- Attachment of itemized receipts for baggage fees, car rental, taxi/train/shuttle, conference and workshop fees, lodging and others.
- Receipt is not required for mileage on island (airport drop off or pick up), meals per diem based, or meals charged to the Corporate card that do not exceed the meal per diem rate.


TRAVEL POLICIES AND PROCEDURES

- If original receipts are lost, a traveler must make a reasonable effort to obtain duplicates. If such efforts fail to produce duplicate receipts, the traveler must fill out a Lost/Missing Receipt Form.
- The Lost/Missing Receipt Form is not applicable for Car Rental and Hotel receipts.

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

TRAVEL POLICIES AND PROCEDURES

Travel At Vendor Expense

- ✓ Personnel may not accept complimentary travel, hotel or food expenses paid by a vendor where the purpose of the vendor is to sell or promote a product or service.
 - ✓ Proposed travel of this nature must be disclosed to and an exception obtained by the vice-president that oversees the department.
 - ✓ This does not apply to training trips regarding equipment or services that the University has or will make payment as part of the purchase price.
 - ✓ Travel Services must approve and process any donations or donations-in-kind for services, trade agreements, airline rebates, other travel monies or services offered at no charge to the University or its personnel, departments or programs.
- 

TRAVEL POLICIES AND PROCEDURES

Travelers Coming to **BYU–Hawaii** on **University Business**

- Vendors and non-university personnel being brought to the University for business purposes must use Travel Services to do their airline booking, hotel and car rental if all expenses are being paid by the university.
- Outside personnel are also subject to the **BYU–Hawaii** meal per diem rates for Hawaii.

TRAVEL POLICIES AND PROCEDURES

See Travel policy and procedures for the following, if applicable

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

Travel companions

On Island Travel/Lodging

Airport Mileage Reimbursement

Vehicle rental—taxis, Uber, shuttle services

Checked baggage

Commercial Air Travel

TRAVEL POLICIES AND PROCEDURES

Non-Allowable Travel Expenses:

- ✓ Personal and family expenses
- ✓ Gifts and souvenirs
- ✓ Valet and room service charges
- ✓ Personal medical and dental expenses
- ✓ Personal reading material, recreation, and entertainment
- ✓ Travel insurance in excess of that already provided



TRAVEL POLICIES AND PROCEDURES

- ✓ Costs incurred by traveler's failure to cancel transportation or hotel reservations
- ✓ Commuting between home and work
- ✓ Corporate charge card delinquency or late charge assessments (there may be an exception if the delinquency assessment is not due to the actions of the traveler)
- ✓ Haircuts, newspapers, babysitting, shoe shines
- ✓ Parking and traffic citations
- ✓ Reimbursement or payment for frequent flyer benefits and reduced or free flight coupons issued by the airlines
- ✓ Any others not listed here that might apply

TRAVEL POLICIES AND PROCEDURES

Travel Insurance

- All personnel traveling on University business (including students) have coverage under the University's blanket travel insurance policy. Personnel choosing to purchase additional travel insurance other than what is currently provided must do so at their own personal expense.
- When traveling internationally, travelers should consult with Travel Services on travel insurance before traveling.

TRAVEL POLICIES AND PROCEDURES

Travel Subsistence Allowance and Foreign Travel Subsistence (meals per diem)

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



The above times apply to the time zone the actual travel occurs in.

Destination cities are assigned a certain per diem level. Meals Per Diem rates by cities are available in the Expense item on the Expense Report.

No receipts are needed for meals when using meals per diem based.

TRAVEL POLICIES AND PROCEDURES

Hosting and Entertainment

- Occasionally, it may become necessary to host other individuals' meals while traveling. Entertainment, however, represented, is not an allowable charge without specific, prior approval at the vice president level.
- Costs for approved hosting activities are reimbursable only under the following conditions and with documentation of the specific business purpose.
- **Individuals hosted should not be other University personnel also in approved travel status.**
- The hosting employee must submit the Expense Report request stating the business purpose of the meal and the names of non-University persons hosted. The employee must submit complete, actual receipts for the meal to receive reimbursement.
- When hosting, the traveler must adhere to the current Meals Per Diem rate of the city or state he/she is hosting in.

TRAVEL POLICIES AND PROCEDURES

Personal Vacation While in Travel Status

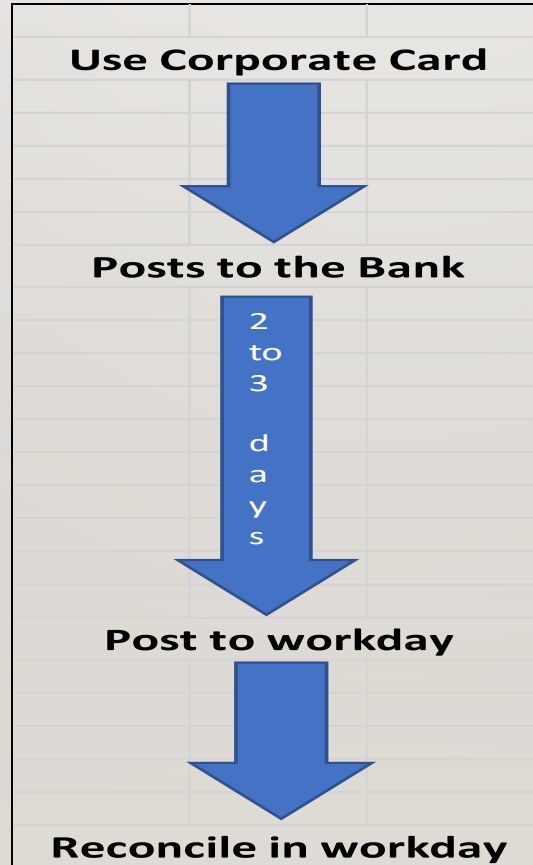
- A traveler must indicate any personal vacation time and expense on the Expense Report when claiming allowable business travel expenses where business and personal vacation time are combined within the same trip period.
- The subsistence allowance and other University financial support for travel-related expenses cease during personal vacation periods. In addition, travel, lodging, or meal expenses for spouses or other dependents are not reimbursable.
- When combining personal vacation with business and traveling through use of a University vehicle or motor pool vehicle, all vacation mileage and any expense associated with using a larger vehicle than would normally be required for the purpose of transporting family members should be logged and reimbursed to the University upon conclusion of the trip. In general, any personal expenses associated with vacation and family travel should be paid from personal funds.
- Vacation time taken in conjunction with an official business trip should, when applicable be reported as such, upon conclusion of the trip.

TRAVEL POLICIES AND PROCEDURES

Student Travel

- The University recognizes student travel activities may provide outstanding learning experiences. To promote such safe and quality educational learning experiences, all University-approved student travel must follow the procedures outlined in this Travel Procedures.
- In addition, the conduct and dress of all participants must be in accordance with the Honor Code and Dress and Grooming Standards.

RECONCILIATION PROCESS



RECONCILIATION PROCESS

- Receipts need to be kept for all purchases. 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



HOLIDAY OIL #17
L349547592001
3210 W. 3500 S
WEST VALLEY, UT
84119
01/30/2019 165909063
05:35:56 PM

XXXX XXXX XXXX
Visa
INVOICE 073867
AUTH 077010

PUMP# 4	
REGULAR	2.256G
PRICE/GAL	\$2.219
FUEL TOTAL	\$ 5.01
CREDIT	\$ 5.01

Customer-activated Purchase/Capture
Sequence Number 49779
Swiped
APPROVED 077010



Room No. : 32612
 Arrival : 06/08/22
 Departure : 06/11/22

Page No. : 1 of 2
 Folio No. : 2315713
 Conf. No. : 1375350
 Cashier No. : 107970
 Custom Ref. :

GUEST FOLIO

Company Name: Avixa, Inc.
 Group Name: InfoComm 2022

Date	Description	Charges	Credits
06/08/22	Deposit Transferred at C/I		100.91
06/08/22	Resort Room Charge	89.00	
06/08/22	Room Tax	11.91	
06/08/22	Resort Fee	32.00	
06/08/22	Resort Fee Tax	4.28	
06/09/22	Resort Room Charge	89.00	
06/09/22	Room Tax	11.91	
06/09/22	Resort Fee	32.00	
06/09/22	Resort Fee Tax	4.28	
06/10/22	Resort Room Charge	149.00	
06/10/22	Room Tax	19.94	
06/10/22	Resort Fee	32.00	
06/10/22	Resort Fee Tax	4.28	
06/11/22	Visa Card XXXXXXXXXXXX XX/XX		378.69
Total Charges		479.60	
Total Credits			479.60
Balance			0.00

Signature: _____



Rental Agreement # 234758188
 Invoice # 93296211

Renter Information

Renter Name

Renter Address

Contract

BRIGHAM YOUNG UNIVERSITY
 HAWAII

Rental Credits

1 credit has been awarded for this rental

Vehicle Information

19 CHARGER SXT 4DR RWD

License #: ZHR337

State/Province: HI

Unit #: 7SM9P6

Vehicle #: KH725585

Vehicle Class Driven

Full Size 4 door/Automatic/Air

Vehicle Class Charged

Midsize 2/4 door/Automatic/Air

Odometer Mileage/Kilometers

Starting: 42,216 Ending: 42,292

Total: 76

Fuel

Starting: Full Ending: Full

Thank you for renting
 with National Car Rental
 We appreciate your business!

Trip Information

Pickup

Wednesday, March 16, 2022 9:38 PM

Return

Thursday, March 17, 2022 6:41 PM

KONA INTL ARPT (KOA) ✈️

73 109 AULEPE STREET

73-200 KUPIPI ST

KAILUA KONA, HI 96740

USA

Start Charges

Wednesday, March 16, 2022 9:48 PM

KONA INTL ARPT (KOA) ✈️

73 109 AULEPE STREET

73-200 KUPIPI ST

KAILUA KONA, HI 96740

USA

Renter Charges

Rental Rate	Time & Distance 1 Day at \$32.95 / Day	\$32.95
Coverages	Cdw-allocated Inclusive	Included
Taxes and Fees	Concession Recovery Fee 11.11 Pct (11.11%)	\$3.86
	Hawaii County Tax (0.55%)	\$0.20
	Vehicle Licensing Fee (\$0.60 / Day)	\$0.60
	General Excise Tax (4.17%)	\$1.55
	Customer Facility Charge 4.50/day (\$4.50 / Day)	\$4.50
	Rent Tax Surcharge \$5.50/day (\$5.50 / Day)	\$5.50
Total		\$48.96
	(Subject to audit)	
	Amount charged on March 17, 2022 to VISA	(\$48.96)
Amount Due		\$0.00

CORPORATE CARD RECONS DEADLINES

- **Travel Transactions:**
- At the conclusion of a trip, all card expenses must be reported and reconciled within 15 business days.
- Prepaid expenses such as airfare, down payment for lodging etc. are to be reconciled in the month they occur.
- Workday sends out two notification one on the 25th and the second on 7th final reminder to get all transactions for the previous month reconciled.
- Late reconciliation will result in suspension of card and will not be reinstated until all transactions are reconciled

LINKS

How to create a Spend Authorization

<https://youtu.be/Uk72JOPP56s>

How to create an Expense Report for Travel Expenses

https://youtu.be/gAlIH-_snb0

Travel policy and Procedures

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