Corporate Card Policy

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Policy Overview
Harvard's corporate card is intended for travel and other business related expenditures. HUIT discourages its use for personal purchases. Cardholders should take the same care in protecting the Corporate Card as they would with other credit cards they hold in their name.

Obtaining a Corporate Card
Anyone wishing to obtain a corporate card should read and fill out the credit card application available on the University and Card Services iSite. Print the application, have your supervisor sign and forward it to the HUIT Financial Dean, Penny Kaligian (1230 Soldiers Field Road).

The Financial Dean’s office reviews and approves applications according to established policies. Approved applications are then delivered to Card Services, 1033 Massachusetts Avenue, 2nd Floor. Card Services enter the application into the Citibank online system.

Once the application is entered into the Citibank online system, the cardholder should receive a card directly from Citibank within 7 to 10 business days. Applicants should immediately activate and sign their corporate card and keep it secure at all times. Visit the Harvard University Corporate Card iSite for activation and online access.

Inquiries as to the application status should be referred to the Travel Office (5-7760).

Cardholder Responsibility
It is the cardholder’s responsibility to ensure a local administrative process is in place so that timely payments are made for all business expenses. Should your card balance not be paid by 30 days after the statement date, Citibank will send you a warning. If the bill goes unpaid for 60 days, the credit card company reserves the right to suspend your card privileges. After 90 days of non-payment, your card will be cancelled.

It is the cardholder’s responsibility to photocopy the expense report and all receipts in order to ease processing in the event an expense report is lost. HUIT Finance recommends cardholders
review their online statements on a monthly basis to verify that transactions are being processed as expected.

A cardholder with a damaged corporate card (e.g., a defective magnetic strip) should contact Citibank directly to request a new card.

In the event of a lost or stolen corporate card, the cardholder must immediately notify Citibank Customer Service at 1-800-248-4553 (call collect 1-904-954-7314 when dialing from outside of the U.S.) and HUIT’s local credit card administrator Ahmed Ahmed.

Cardholders can process receipts individually at any time through Concur (see Travel and Expense policy). Credit card statements or any other documentation containing the credit card number should be kept in a secure location to guard against credit card fraud.

Delinquency Fees
When submitting expense reimbursement through Concur, cardholders must allow an additional 10 calendar days for processing and approval. All delinquency fees charged to the corporate card as a result of late payment are the responsibility of the cardholder.

Examples of delinquency fees that are the responsibility of the cardholder are:

- Late processing fees due to vacation or business travel
- Late processing fees due to failure of local administrative processes
- Untimely processing of expenses
- Delays in processing due to improper completion of expenses. Examples of common reasons for rejection of forms by the University Travel Office include:
  - lack of proper receipts or missing receipts
  - inclusion of faxed copies rather than original receipts
  - inclusion of airline boarding passes rather than original tickets or on-line confirmation
  - incomplete business purpose/description
  - request for non-reimbursable expenses (see below paragraph on unallowable expenses)
  - lack of inclusion of list of attendees at department sponsored events (e.g. retiree luncheon)
  - expenses related to non-Harvard employees (e.g. spouse accompanied business trip, which requires approval from Director and Financial Dean)
- Failure to receive a credit card statement. (Statements are available online and from the credit card company).

Unallowable Expenses
Transaction types or expenses that are unallowable and will not be reimbursed by the University are listed in the University’s Financial Administration website. The chart also identifies expenses that ordinarily are unallowable, but for which exceptions can be made in certain circumstances, and a list of reasons that may qualify for exception to the normal policy.

Closing a Corporate Card Account
In the event a cardholder terminates employment the card will be canceled. If the employee needs to cancel a corporate card for any other reason, the cardholder must:

- Notify Citibank Customer Service, at 1-800-248-4553 (call collect 1-904-954-7314 when dialing from outside the U.S)
- Cancel any standing orders/recurring transactions with vendors.
An employee who transfers to another department may keep his/her existing corporate card; however, the employee must confirm with the new department and notify Ahmed Ahmed of the transfer in writing. Upon transferring, all future corporate card transactions should be processed by following the new department’s process.