

Memo to: All UH-Downtown/PS Holders
From: Max Castillo, President
Subject: University Credit Cards

UH-Downtown/PS 05.A.05
Issue No. 2
Effective date: 09/15/2003
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1. PURPOSE

This Policy Statement addresses the authorized uses of corporate credit cards issued to University of Houston - Downtown (UHD) eligible employees.

2. POLICY

2.1 Employees of the University of Houston - Downtown may take advantage of the opportunity to obtain and use credit cards issued by national credit companies through a group or company card plan, when the Chancellor of the University of Houston System has approved such plans.

2.2 Any charges incurred on a personal credit card by the employee are the responsibility of the employee and not the University of Houston - Downtown and/or University of Houston System. The employee is responsible for payment to the credit card company within the period allowed. Any exceptions to this policy must be authorized by the President of the University of Houston-Downtown before any official travel expenses are incurred.

3. PROCEDURES

3.1 UHD may authorize the issue of the following corporate credit cards to eligible employees:

3.1.1 Bank One (MasterCard) Individual Corporate Travel Credit Cards are issued to UHD eligible employees for state business travel expenses only, which may include but are not limited to airfare, rental car, hotel room, meals consumed during the trip, gasoline for rental car (not personal car), and taxi, bus, or train fares. The Bank One Individual Corporate Travel Credit Card may not be used for expenses not related to official University travel such as business meals not consumed during a trip. A \$200 retail limit is available for a retail purchase made only during a business trip that is related to the trip or due to an unforeseeable event that occurs during a trip such as loss of luggage. ***Retail purchases charged to this card in the Houston metropolitan area or use of this card to charge business meals in the Houston metropolitan area are strictly forbidden*** (unless the travel has been approved on an official University of Houston - Downtown Travel Request form). State issued individual corporate travel credit cards may not be used for personal expenditures. These charge cards are issued in the employee's name and are the responsibility of the employee. Monthly statements are mailed to the cardholder's home address of record. The employee is responsible for payment to the charge card company within the period allowed. Reimbursement for official state business expenses may be requested by submitting through the proper channels a *State of Texas Travel Voucher (Exhibit A)* or a *Purchase Voucher (Exhibit B)*. Refer to Policy Statement 01.10, *Business Travel Policy*, and Policy Statement 05.A.03, *Expense Report Preparation Policy* for further details. ***Employees who deliberately misuse the Bank One individual***

Corporate Travel Credit Card will have the card cancelled and may be subject to disciplinary action.

Employees eligible to be issued Bank One Individual Corporate Travel Credit Cards are defined by the State of Texas Building and Procurement Commission as follows:

- a. Employees who take, or are expected to take, three or more official university business trips per fiscal year; or
- b. Expend at least \$500.00 per fiscal year for official state business.

3.1.2 Gasoline Credit Cards are issued to fleet vehicles used by the Campus Police Department and the Physical Plant Department. These cards may be used only to charge gasoline and maintenance services for these vehicles owned by the University. The University is liable for all official state business charges incurred and will pay directly to the gasoline credit card company.

3.1.3 Telephone Charge Cards are issued to faculty and staff, upon approval by the department manager, for charging telephone calls related to university business while the employee is away from the home office. The University is liable for all official state business charges incurred and will pay directly to the communications credit card company.

3.2 Travel-related business charges incurred on a personal credit card may be reimbursable provided appropriate documentation accompanies a *State of Texas Travel Voucher*. (A Purchase Voucher for reimbursements after the Travel P. O. has been closed must be approved by the Accounts Payable Director).

3.3 Other than as provided in sections 2.1.2 and 2.1.3, direct payment shall not be made on behalf of the employee to any credit card company unless such payment has the prior written approval of the Vice President for Administration.

4. REVIEW AND RESPONSIBILITIES

Responsible Party (Reviewer): Vice President for Administration

Review: Biennial



President

Issue #1: 05/16/1994

Issue #2: 09/15/2003