

## First Bank VISA Travel Card Policy

### PURPOSE:

To inform employees of the allowable charges, acceptable receipts and the proper procedures to use in submitting charges to the University for payment.

### POLICY:

- Full-time administrators, full-time faculty and part-time coaches are eligible to apply for an the First Bank Corporate Card account with the University. An application may be obtained in the Business Office.
- Original receipts are required from employees submitting charges for payment to the University. In most cases the copies of the charge slips that accompany the monthly charge card invoice are not considered acceptable original receipts. They should be presented with the First Bank statement but must also be accompanied by appropriate supporting documentation supporting the “who, what, why and where” of the transaction.
- An employee incurring a business expense who loses a required receipt should seek a duplicate and submit it stating that the original was lost. When an acceptable duplicate cannot be obtained, the employee must submit a signed statement that the expense was incurred in connection with University business, and that reimbursement of the expense has not been or will not be paid from any other source.
- The University normally will not pay late charges unless the University is responsible for the delay that caused the late charge.
- The University normally will not remit payment on an individual's behalf directly to any charge card company other than the First Bank company for business expenses.
- The University and First Bank reserves the right to cancel any University sponsored charge card. Employees must immediately return the charge card to the Accounts Payable department upon notice of cancellation or termination.

### PROCEDURES AND DOCUMENTATION REQUIRED FOR BUSINESS RELATED EXPENSE REIMBURSEMENT(PAYMENT TO FIRST BANK)

- A travel expense form must be completed in order to receive payment for University authorized travel expenses. The forms may be obtained from the Duplicating and Mail Department.
- Original receipts include airline passenger coupons or Amtrak tickets, train ticket stubs, itemized hotel statements, restaurant receipts and car rental agreements. Credit card payment forms and travel agency invoices are not considered original receipts.
- An First Bank VISA receipt will be accepted as documentation for meal payments but should have noted on it the reason for the meal and who attended.

### BUSINESS EXPENSES THAT ARE **NOT** TRAVEL RELATED

- A check request form should be completed with the purpose clearly stated for all University authorized expenses that are **not** travel related. Original receipts and First Bank VISA charge receipts must be attached to the check request along with the Amex payment stub.
- The First Bank charge card should not be used to purchase goods and services which require a University purchase order.