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| AbbVie Panel Header |
| **Dear** Suyash Nagumalli, |
| **Welcome to AbbVie!** |
| This email serves as an introduction to our Corporate Card Program, Travel and Expense policies, and Expense Reporting. |
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| **Corporate Card Program:** |
| AbbVie provides a Corporate Card (T&E, Meeting and/or P-Cards) to eligible employees to facilitate business-related expenses. Please discuss with your manager if you will require a Corporate Card for travel or business-related purchases. Corporate Cards must NOT be used for personal transactions/purchases, per AbbVie policy. |
| If you require a Corporate Card, click [here](https://abbvie1.outsystemsenterprise.com/Cards/Home) to request it through our Card Tool. You will receive an email notification once the request has been approved/declined by your manager. |
| **Using the Corporate Card:** |
| The AbbVie Corporate Card should be used for business-related purchases such as travel, accommodations, and other expenses. However, only certain purchases can be paid via Corporate Card even if a vendor accepts a credit card. |
| Please familiarize yourself with AbbVie's [Guide 2Buy](https://g2b2.abbvienet.com/#!/) to ensure you are using the Corporate Card correctly. The Guide 2Buy contains information on allowable purchases and correct forms of payment. |
| **Reminders:** |
| Corporate Cards must NOT be used for personal transactions/purchases, per AbbVie policy. |
| To learn more about our Corporate Cards, please go to [AbbVie's Global Corporate Card website.](https://abbvie.sharepoint.com/teams/CC/SitePages/United-States.aspx) |
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| **Travel:** |
| AbbVie uses [Concur Travel and Expense (CTE)](https://nam12.safelinks.protection.outlook.com/?url=https%3A%2F%2Fcte.abbvie.com%2F%23%2F%3D05%257C02%257Cmolly.gross%40abbvie.com%257C5c8743d39747468e0d4708dc2be9c5ba%257C6f4d03de95514ba1a25bdce6f5ab7ace%257C0%257C0%257C638433530243281823%257CUnknown%257CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%257C0%257C%257C%257C%3DgeWRVKLqD2pxPPVpH8qDI%2F4Qe868VaP%2FwxZYKfUagTM%3D%3D0&data=05%7C02%7Csuyash.nagumalli%40abbvie.com%7C4a3369f7973c45647d4108ddf5218761%7C6f4d03de95514ba1a25bdce6f5ab7ace%7C0%7C0%7C638936248204423364%7CUnknown%7CTWFpbGZsb3d8eyJFbXB0eU1hcGkiOnRydWUsIlYiOiIwLjAuMDAwMCIsIlAiOiJXaW4zMiIsIkFOIjoiTWFpbCIsIldUIjoyfQ%3D%3D%7C0%7C%7C%7C&sdata=lwD7jXVXJQnvAq7AAFc4ORciJrtpyU7KfrT1KKF6uSw%3D&reserved=0) to book business-related travel online. |
| **Before travel:** |
| 1. Review img4[AbbVie's Travel Policy](https://abbvie.sharepoint.com/teams/OVPortal/Shared%20Documents/United%20States%20IL%20Lake%20County%20-%20QA%20(Operations)/Operations/Policy/OneV-1506293.pdf) and [Global Travel Website](https://abbvie.sharepoint.com/teams/GlobalTravel/SitePages/home.aspx) to ensure compliance with all policies and procedures. 2. Make all air, hotel and car rental reservations with [Concur Travel and Expense (CTE)](https://nam12.safelinks.protection.outlook.com/?url=https%3A%2F%2Fcte.abbvie.com%2F%23%2F%3D05%257C02%257Cmolly.gross%40abbvie.com%257C5c8743d39747468e0d4708dc2be9c5ba%257C6f4d03de95514ba1a25bdce6f5ab7ace%257C0%257C0%257C638433530243281823%257CUnknown%257CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%257C0%257C%257C%257C%3DgeWRVKLqD2pxPPVpH8qDI%2F4Qe868VaP%2FwxZYKfUagTM%3D%3D0&data=05%7C02%7Csuyash.nagumalli%40abbvie.com%7C4a3369f7973c45647d4108ddf5218761%7C6f4d03de95514ba1a25bdce6f5ab7ace%7C0%7C0%7C638936248204473358%7CUnknown%7CTWFpbGZsb3d8eyJFbXB0eU1hcGkiOnRydWUsIlYiOiIwLjAuMDAwMCIsIlAiOiJXaW4zMiIsIkFOIjoiTWFpbCIsIldUIjoyfQ%3D%3D%7C0%7C%7C%7C&sdata=1ZoCUAgQS5sEr%2FkuCch1O1O5IAlnebjLbOwb10sMxII%3D&reserved=0) or BCD Travel    * Use CTE for single destination trips with 4 flight segments or less    * Call BCD Travel for complicated, multi-destination trips with 5 or more flight segments    * BCD's contact information is located in CTE company notes page or on the [Global Travel website](https://abbvie.sharepoint.com/teams/GlobalTravel/SitePages/Travel_Agency_Services.aspx) 3. Sign up for Concur **E-Receipts**    * In Concur's desktop application, click **Profile > Profile Settings > E-Receipts Activation** (in the **Other Settings** section of the left-side menu).    * Electronic versions of receipt data can be sent directly to Concur to replace imaged paper receipts. (The availability and content of e-receipts vary depending on the vendor.) E-Receipts can help streamline hotel itemization in Concur. |
| img2 |
| **Expense Reports:** |
| [Concur Travel and Expense (CTE)](https://nam12.safelinks.protection.outlook.com/?url=https%3A%2F%2Fcte.abbvie.com%2F%23%2F%3D05%257C02%257Cmolly.gross%40abbvie.com%257C5c8743d39747468e0d4708dc2be9c5ba%257C6f4d03de95514ba1a25bdce6f5ab7ace%257C0%257C0%257C638433530243281823%257CUnknown%257CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%257C0%257C%257C%257C%3DgeWRVKLqD2pxPPVpH8qDI%2F4Qe868VaP%2FwxZYKfUagTM%3D%3D0&data=05%7C02%7Csuyash.nagumalli%40abbvie.com%7C4a3369f7973c45647d4108ddf5218761%7C6f4d03de95514ba1a25bdce6f5ab7ace%7C0%7C0%7C638936248204513178%7CUnknown%7CTWFpbGZsb3d8eyJFbXB0eU1hcGkiOnRydWUsIlYiOiIwLjAuMDAwMCIsIlAiOiJXaW4zMiIsIkFOIjoiTWFpbCIsIldUIjoyfQ%3D%3D%7C0%7C%7C%7C&sdata=FaMyRhx84FCIF6pvj2ebs5G5P%2FhVr6eAz9IvjxU4h4Q%3D&reserved=0) is used to submit travel and Corporate Card transactions. |
| **Expense Reporting with CTE:** |
| 1. Every employee incurring expenses, whether through the Corporate Card or out-of-pocket, is required to submit an expense report in CTE within 30 days of the transaction date and in accordance with AbbVie's [Employee Business Expense Policy.](https://abbvie.sharepoint.com/teams/acctgcoe/policies/Policies/CFM5010.AV.pdf?web=1) 2. To learn more about expense reporting and for additional resources/guidance, visit [AbbVie's SAP Learning Center](https://spteams.abbvienet.com/corp/aslc/Pages/ProcessSteps.aspx) (enter "Concur" in the search field). 3. Download and use the SAP Concur **Mobile App** 4. [ExpenseIt](https://gpo.abbvienet.com/GPOTraining/Simulations/CTE/ExpenseIT%20for%20mobile%20app.pdf) is a service that turns your receipts into expense entries in CTE for you. Next time you are traveling, you don't have to wait until you get back to your computer to start your expense report--simply take photos of your receipts as you receive them, and ExpenseIt takes care of the rest by turning your receipts into expense entries automatically. Consolidate transactions and submit no more than 1 expense report per month (for non-Field based employees). This will support cost savings for AbbVie through lower expense report volumes. |
| **Additional Support:** |
| If you have questions or need assistance, please reach out to the respective teams at their shared mailbox: |
| |  |  |  | | --- | --- | --- | | **Corporate Card Admin Team** | **Travel Services Team** | **Expense Reporting Team** | | [corporatecard@abbvie.com](mailto:Corporatecard@abbvie.com) | [travel@abbvie.com](mailto:travel@abbvie.com) | [cteexpenseservices@abbvie.com](mailto:cteexpenseservices@abbvie.com) | |
| This email was sent from a mailbox which is not monitored, replies to this email will not be received |