

## **Procedure for the Use and Control of US Bank Corporate Travel Card**

### **I. Receiving a Credit Card**

- A. Human Resources and the Department managers will propose personnel to be cardholders and relay that information to the company Coordinator.
- B. The proposed Cardholder shall be issued a copy of this procedure and shall be required to sign an employee agreement indicating that the cardholder understands the procedure and the responsibilities of a US Bank cardholder.
- C. The Coordinator shall maintain all records of credit card requests, limits, and lost/stolen/destroyed card information.

### **II. Authorized Corporate Travel Card Use**

- A. The unique credit card that the Cardholder receives has his/her name embossed on it and shall ONLY be used by the Cardholder. NO OTHER PERSON IS AUTHORIZED to use that card. The Cardholder may make transactions on behalf of others within their area of responsibility. However, the Cardholder is responsible for all use of his/her card.
- B. Use of the Corporate Travel Card shall be limited to the spending limits assigned to the cardholder.
- C. Use of the Corporate Travel Card should be in compliance with the company's Travel Reimbursement and similar policies.

### **III. Unauthorized Corporate Travel Card Use**

- A. The Corporate Travel Card SHALL NOT BE USED for the following:
  - 1. Personal purchases or identification
  - 2. Cash Advances
  - 3. Telephone calls/Monthly Services/DSL charges
  - 4. Airfare (associates should be using BCD Travel)
  - 5. Allowing other associates or individuals to use the card
- B. A Cardholder who makes unauthorized purchases or carelessly uses the Corporate Travel Card will be liable for the total dollar amount of such unauthorized purchases plus any administrative fees charged by the Bank in connection with the misuse. The Cardholder shall in this case also be subject to disciplinary action.

### **IV. Cardholder Record Keeping**

- A. The cardholder will maintain all receipts for all purchases. These receipts will be used to verify the purchases listed on the Cardholder's monthly statement of account. All statement activity will be uploaded into MobileXpense. The employee will mark activities as business or personal expenses, add appropriate details, scan receipts and submit for manager approval.
- B. If the Cardholder lost a receipt for a transaction, then he/she will attach a self-prepared document. The self-prepared document should specify the type of expense (e.g., taxi, meal including participants), vendor name, location, date, amount, occasion and must be signed by the associate.

## **V. Review of the Monthly Statement**

- A. At the end of each billing cycle, US Bank will send the monthly statement of account to the Cardholder, listing the transactions for that period.
- B. The Cardholder will provide an expense report via the online MobileXpense system to their supervisor, including all of the proper documentation.
- C. The approving supervisor will verify all charges and confirm the expense report.
- D. If the Cardholder lost a receipt for a transaction, then he/she will attach a self-prepared document. The self-prepared document should specify the type of expense (e.g., taxi, meal including participants), vendor name, location, date, amount, occasion and must be signed by the associate.
- E. If the Cardholder is disputing a charge, he/she shall complete a dispute form with US Bank and include it with the package.
- F. If the Cardholder has a personal item(s) on the monthly statement, he/she is liable to pay all personal charges. The employee must take the appropriate steps on his own to get the personal item(s) paid and explain why the card was used for personal reasons.

## **VI. Card Security**

- A. It is the Cardholder's responsibility to safeguard the Corporate Travel Card and account number to the same degree that they would safeguard their personal credit information.
- B. The Cardholder must not allow anyone else to use his/her account number. A violation of this trust will result in that Cardholder having his/her card withdrawn and facing disciplinary action.
- C. If the card is lost or stolen the Cardholder shall immediately notify US Bank. Representatives are available 24 hours a day. The Coordinator should also be notified immediately. A new card will be promptly issued to the Cardholder after the reported loss or theft. A card that is subsequently found after being reported lost shall be destroyed.

## **VII. Cardholder Separation**

Prior to separation from the company, the Cardholder shall surrender the Corporate Travel Card, complete a final expense statement in MobileXpense, and submit it to their immediate manager prior to the last day of work. He/she will immediately forward the card to the Coordinator to be cancelled and destroyed.

See Focal Point -> Travel Card for more information.

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