

Responsibilities for the University Paid Travel and Meal Card

Cardholder

- ❖ Understand and abide by the requirements of using a T&M card as outlined in the Travel and Meal Card section of this manual and University Policy 3.2, Travel Expenses.
- ❖ Contact the issuing bank immediately if your card is lost or stolen, or if you identify a charge on your card that you did not authorize.
- ❖ Keep your T&M card number confidential (lending or sharing the card is not allowed) and the card itself secure (keep it on your person or in a locked file/drawer).
- ❖ Collect supporting documentation for all charges to the card and ensure that the documentation is stored electronically, within Concur, and associated with the appropriate expense report.
- ❖ Complete expense reports in Concur in a timely fashion in compliance with University Policy 3.2, Travel Expenses.
- ❖ Retain original documentation for 60 days after the expense report has been submitted.
- ❖ Do not use the T&M card for personal expenses, beyond what may be considered reasonable, as described under the "Use of the Card" section of the manual.

- ❖ **Caution:** Any charge to the T&M card that is deemed to be a personal expense must be reimbursed to the university.
- ❖ Do not use the T&M card for business expenses that are not related to travel or locally hosted business meals, as described under the "Use of the Card" section of the manual.

- ❖ **Caution:** Failure to comply with university policy, including all procedures outlined in this manual, may result in the suspension or revocation of your card.

Supervisor

1. Approve T&M card applications only for those individuals that meet the eligibility requirements outlined in this manual.
2. Contact your BSC director to request a card suspension in the event that your direct report/cardholder will be on any type of university leave for greater than 30 days or for an unknown duration.
3. Contact your BSC director to request a travel card closure in the event that your direct report/cardholder is leaving his/her position.
4. Assist the BSC director in suspending or revoking a cardholder's T&M card privileges, as requested.

KFS Org Manager

1. Review charges to the T&M card contained in expense reports.
2. Report any charges to a T&M card that do not comply with university policy, including this manual, to your BSC director.
3. Collect reimbursement for any personal charge to a T&M card and forward to your BSC for deposit; include instructions on the account that is to be reimbursed.
4. Assist your BSC director in the yearly review of T&M cards and the determination as to whether the cardholders continue to meet the eligibility requirements for a card.
5. Report incidences of possible abuse of T&M card privileges, or the fraudulent use of a card, to the University Audit office, as required by University Policy 3.6, Financial Irregularities.

Buying Manual

Subject: Travel and Meal Cards

Title: Responsibilities for University Paid Travel and Meal Card

Number: 353

Issued: October 1, 2017

Revised: February 15, 2023

Business Service Center Director

1. Review card misuse, as reported by the KFS Org Manager, and request suspension of T&M cards as outlined in this manual.
2. Request that Card Programs suspend a T&M card when a cardholder's supervisor reports that the cardholder is on leave.
3. Request that Card Programs close a T&M card when a cardholder's supervisor reports that the cardholder has left his/her position.
4. Deposit any reimbursement of personal charges to a T&M card to the account identified by the KFS Org Manager.
5. Conduct an annual review with the KFS Org Manager of all T&M card holders in the unit and close any account where the cardholder no longer meets eligibility requirements.
6. Report incidences of possible abuse of T&M card privileges, or the fraudulent use of a card, to the University Audit office, as required by University Policy 3.6, Financial Irregularities.

Senior Financial Group Member

1. Review instances of card suspensions, as reported by your BSC Director.
2. Request reactivation of a suspended T&M card only in the event you believe the cardholder understands the requirements of using a T&M card; contact creditcards@cornell.edu to request card reinstatement.

Credit Card Programs

1. Administer changes to this manual.
2. Provide guidance to campus, i.e., BSC directors, KFS Org managers, supervisors, SFG members, and cardholders.
3. Provide information and updates to campus customers, as needed.
4. Review applications and contact the supervisor if an applicant does not meet the eligibility requirements outlined in this manual.
5. Serve as university contact with the financial institution issuing cards.
6. Close or suspend cards as requested by the BSC director or a cardholder's supervisor.
7. Revoke cards as requested by SFG members or as a result of the findings of University Audit or external auditors.