

SUBJECT: UNBC CREDIT CARDS

Issued to University of Northern British Columbia employees for the purpose of travel related expenses incurred while on UNBC business.

Employees of UNBC who are frequent travellers on behalf of the University may be eligible for UNBC corporate credit cards subject to the following guidelines:

- a) Application for a UNBC credit card must be made on a UNBC Credit Card request form (see Section: Facilities - Purchasing Acquisitions & Use of University Credit Cards Procedure).
- b) The application must be approved by the Dean, Director, Vice-President, or President.
- c) The University cannot guarantee that a card will be issued.
- d) Approved application forms must be forwarded to the Finance Department for processing.

1. Use of UNBC Credit Cards**1.1 Submission of Credit Card Expenditures**

- 1.1.1 Billing statements from the credit card company will be directed to the cardholder and payment will be the responsibility of the cardholder. Individual cardholder's will be responsible for all card charges and will be eligible for reimbursement as per number 2.
- 1.1.2 UNBC credit card expenditures will be submitted for reimbursement on the University's Travel Expense Report supported by appropriate receipts.
- 1.1.3 The Travel Expense Report will then be submitted to the cardholder's supervisor for review and approval.
- 1.1.4 Reimbursement should take approximately 10 working days from the Finance Department's receipt of the Travel Expense Claim. This will allow Cardholders adequate time to meet the payment due date.
- 1.1.5 Interest charges for late card payment will be the responsibility of the Cardholder.

1.2 Cancellation of Authority

- 1.2.1 UNBC reserves the right to remove authority to use a UNBC Credit Card from the holder, as deemed necessary.
- 1.2.2 Upon notification of removal, or termination from UNBC, the cardholder will return the corporate card to the Finance Department.