

UNIVERSITY OF ABERDEEN CORPORATE CREDIT CARD POLICY

1. Eligibility & Limits

- 1.1. The University may issue credit cards to staff members who travel frequently or who incur high levels of non-procurement expenditure. The cards are only available for business use and are to be used predominantly for expenses and not for the purchase of equipment etc. which must adhere to the normal procurement process.
- 1.2. Cards will normally have a credit limit of £1,000, in certain exceptional cases, for example where an individual is frequently travelling on University business, a higher limit may be permitted but cards will not normally have a permanent credit limit in excess of £5,000. In exceptional circumstances, and only when a clear business need can be demonstrated and no other options are available, the Chief Financial Officer may approve a permanent limit in excess of £5,000, for example to facilitate the University's online social media spend,
- 1.3. Any individual requiring a temporary increase to their card limit, e.g. for an overseas field trip, can request this by contacting the Finance Section at least a week before the trip is due to start. Temporary limit increases must be approved by Heads of School/Directorates and Finance.
- 1.4. The Finance Section will review active corporate credit cards on an annual basis to ensure cards continue to be issued appropriately and that cardholders meet eligibility criteria. Cards that have not been used in the previous 12 month period will automatically be closed except in the case of extended periods of absence such as long term illness or maternity leave.

2. Applying for a University Corporate Credit Card

- 2.1. Application forms for a credit card must be completed, authorised by the Head of School/Directorate and returned to the Finance Section. The application will be reviewed and if approved a Corporate Credit Card Application form, supplied by the bank, will be issued for completion, along with a declaration agreeing to the terms of use of the card. The initial application form can be found at:

<https://www.abdn.ac.uk/staffnet/secure/finance-forms-397.php#panel613>

3. Use of Corporate Credit Cards

- 3.1. Corporate credit cards should be for business use only and under no circumstances should they be used for personal transactions. (Personal use of the card may lead to disciplinary action and the expenditure must be refunded to the University).
- 3.2. Every expense paid via a card must be supported by a valid detailed and legible receipt.
- 3.3. University corporate credit cards are to be used predominantly for expenses incurred while travelling on University business. Cards can also be used to pay for travel and accommodation where the University's travel agent cannot provide the service, conferences, books etc. purchased over the internet. Purchases of equipment should follow standard

procedures to ensure that the University receives the benefits of centrally negotiated discounts, VAT relief etc.

- 3.4. Corporate credit cards must not be used for purchases relating to Relocation Allowances – these must be processed using personal expenses and approved by Human Resources.
- 3.5. University corporate credit cards must not be used to set up ongoing recurring payments.
- 3.6. University corporate credit cards must not be used to withdraw cash under any circumstances.

4. Recording University Corporate Credit Card Transactions in the Finance System

- 4.1. Corporate credit card transactions are uploaded to the finance system on a weekly basis. Instructions for processing these transactions are detailed in the 'How To' guide 'Processing Corporate Credit Cards', which can be found at:

<https://www.abdn.ac.uk/staffnet/secure/finance-system-how-to-guides-432.php#panel590>

- 4.2. Outstanding credit card purchases are not included in the University's expenditure figures until transactions have been processed on a fully authorised expense claim. Corporate card claims must be completed no later than **30 days** after the expenditure is incurred.

5. Settling Corporate Credit Card Expenditure

- 5.1. Corporate card statements from the card provider are not issued to cardholders. However, cardholders who wish to view their transactions can apply for online view-only access to their account by emailing corporatecards@abdn.ac.uk.
- 5.2. Finance will issue cardholders with an e-mail statement of outstanding transactions available for processing on a weekly basis.
- 5.3. Finance will issue Head of School/Directorate with a summary statement of cardholders with outstanding transactions on a monthly basis.
- 5.4. The cardholder must ensure that the following steps are completed:
- 5.5. A corporate card expense claim to account for the University Corporate Card expenditure is entered on the finance system, following instructions in the 'How To' guide. Transactions should be processed no later than 30 days after the expenditure.
- 5.6. Receipts should be scanned or photographed with a smartphone, and the PDF or image file attached to the relevant line of your expense claim. To assist the approver and to ensure compliance with HMRC requirements, receipts should be legible and easily identifiable against the relevant line of the expense claim. As a result, the number of receipts scanned to a file should be limited to a maximum of 5.
- 5.7. Original receipts may be required for certain European funded research grants, where necessary grant holders will be notified by R&I/RFS at the grant setting up stage. If notified, original receipts must be placed in an envelope clearly labelled "European Grant Receipts" and forwarded to Accounts Payable.

- 5.8. **A lack of scanned receipts may render the member of staff liable to income tax.**

- 5.9. Approvers will check transactions to ensure that the expenditure relates to genuine business activities, that the claim adheres to the University's Expenses & Benefits Policy and that all receipts have been attached. If everything is in order the expense claim will be approved, if not the claim will be rejected for the cardholder to rectify the situation. The University's Expenses & Benefits Policy is accessible from the [Policy Zone](#) in StaffNet.

6. Non Processing of Transactions

- 6.1. If transactions are not processed on a timely basis Finance will take the following action when the days from the date of expenditure listed below are exceeded:
- **30 days** - the cardholder will be contacted by Finance to remind them to process the outstanding transactions and ascertain if there are any valid reasons for the delay in processing.
 - **45 days** - the cardholder and Head of School/Directorate will be contacted by Finance to ascertain why transactions have not been processed. Finance will request Head of School/Directorate support in resolving the matter.
 - **60 days** – unless exceptional circumstances are identified the corporate credit card will be suspended until all transactions are processed and expense claims approved. The cardholder and Head of School/Directorate will be notified of the suspension in advance.
 - **75 days** – the matter will be referred for further investigation and may lead to disciplinary action.

7. Returning a University Corporate Card

- 7.1. When a member of staff leaves the University, the University corporate credit card must be returned to Finance at least 30 days before their finish date. All expenditure incurred must be processed and approved on a corporate card expense claim prior to the cardholder leaving the University.

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