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| **University of Edinburgh**  **Corporate Credit Card Policy** |
| **Purpose** |
| The corporate credit card policy outlines the rules in which it would be appropriate to issue an employee / school with a corporate credit card, the application process and the principles to ensure the proper use of University corporate credit cards. This policy also outlines cardholder responsibilities.  The Policy also aims to make sure that:   * individuals neither lose nor gain financially; * value for money is achieved; * fraud is avoided |
| **Principles** |
| The University issues corporate credit cards to employees in certain circumstances. In order to receive a University corporate credit card an employee must first submit a business case detailing the business requirement for the card and why other methods of payment are not deemed appropriate.  It should be noted that the majority of expenditure must be incurred through the normal University procurement routes, primarily purchase orders. The use of corporate credit cards for payment is only for exceptional expenditure which cannot be met by the normal procurement routes.  Once a corporate credit card has been issued to an employee they must follow the guidance on allowable expenditure. Cardholders must submit their expenditure once a month detailing the relevant coding and obtain the necessary approval. |
| **Scope** |
| This policy applies to employees who are considering applying for a University corporate credit card or are in possession of a corporate credit card. The authority of this policy applies University-wide. |
| **Using this Policy** |
| All claims must be in line with the principles set out above. The following sections of the Policy provides further detail on the types of cost that are likely to meet these principles, noting that while some flexibility is expected according to the situation, the principles apply in all cases. If there are any doubts, you should always contact your Finance Business Partnering team prior to incurring any costs. The Finance Operations Service Assurance Team will also provide extra information and support to ensure Finance Business Partnering teams can implement the policy.  Staff who fail to comply with this policy will be dealt with under the University’s disciplinary policy.  **Please note:** This Policy is a live document that is subject to change on an ongoing basis. To ensure you have the most up to date policy, please refer to the website at: <https://www.edweb.ed.ac.uk/finance/for-staff/financial-regulations-policies-and-procedures/policies-and-procedures> |

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| **Eligibility** | | | | | |
| Corporate credit cards will only be issued to University employees who are able to demonstrate that the issue of a card will aid in the effective and efficient exercise of their official duties. Factors that will influence the decision to issue a card to a particular employee include:   * The nature and extent of minor purchases of goods and services that may be undertaken e.g. internet purchases; * The frequency and nature of domestic and international travel that may be undertaken in the course of official duties; * The need to meet the cost of official “out of pocket” expenses (including certain approved entertainment/hospitality cost).   As per the University of Edinburgh Expenses Policy ‘The majority of business expenditure must be incurred through University procurement routes. If there are other reasons why the University procurement routes prescribed in the Expenses Policy are not appropriate, an application for a corporate credit card can be submitted to the Finance Department’. | | | | | |
| **Statement of responsibilities** | | | | | |
| When taking delivery of a card each cardholder is to sign a ‘Statement of Responsibilities’ to acknowledge their understanding of the conditions under which the corporate credit card is to be used. The cardholder is to retain a copy of this schedule. The original copy is kept for finance records.   * Cardholders issued with a corporate credit card are in a position of trust in regards to the use of public funds. All expenditure charged to a corporate credit card is subject to examination and approval by a delegated line manager to ensure its appropriateness and compliance with the policy conditions, as outlined herein. Improper use of that trust will result in the card being withdrawn and render the cardholder liable to disciplinary and possible legal action; * Corporate credit cards are only to be used for official business / University purposes (as outlined in this policy). Where inappropriate expenditure occurs, the value of the expenditure may be recovered from the cardholder; * Corporate credit cards are only to be used by the person whose name appears on the card; * The cardholder is personally responsible and accountable for the safe keeping of the card. Cards are to be kept secure and protected against improper use; * Cardholder statements itemising transaction activity are issued on a monthly basis. Cardholders must reconcile and return their approved monthly statement within 10 working days of receipt (failure to submit monthly statements in a timely fashion may result in the corporate credit card being cancelled). * All transaction slips are to be retained and submitted by the cardholder when passing their monthly Cardholder Statements to their manager. Where no documentation is available to support a particular transaction the cardholder will be required to prove a declaration detailing the nature of the expense and that is business related; * Credit limits are not to be exceeded; * Deposits are not to be made to the card account by the cardholder; * In the event of termination of employment cardholders will immediately return the corporate credit card to Finance and ensure the corporate credit card account is properly reconciled | | | | | |
| **Use of corporate credit cards** | | | | | |
| Expenditure on corporate credit cards should only be undertaken with the prior approval of the budget holder. Expenditure must be incurred by a cardholder in the furtherance of their duties for the University. Cardholders must ensure that no unnecessary costs are incurred and that the University receives good value for money.  A corporate credit card payment should only be made on reputable merchant’s site where the corporate credit card number cannot be intercepted. Cardholders making purchases online must carefully scrutinise their corporate credit card statements for any suspicious transactions. If a suspicious transaction is noted the bank needs to be notified immediately. You can find more information about using your card on the [RBS Help & Support page](https://www.business.rbs.co.uk/business/cards/business-credit-card.html) | | | | | |
| **Corporate Credit Card Fraud** | | | | | |
| Cardholders are personally responsible and accountable for the safe keeping of their card. Cards should be kept secure and protected against improper use. In the event the card is lost or stolen, the cardholder must report the loss immediately to the card provider. Any transactions on an account which cannot be identified by the cardholder should be reported to the card provider directly. The Finance Operations Service Assurance Team should also be advised at the earliest opportunity to follow up with the bank. | | | | | |
| **Expenditure covered** | | | | | |
| Listed below are examples of the type of official expenditure that can be incurred using a corporate credit card:   * International travel – where you are in another country (i.e. not in the UK) when booking domestic travel within this country * When booking group travel (where quotes from other travel suppliers may be sought). * Library – Specific library purchases on-line. * College Administration Officers – UK Border Agency online payments. * Development and Alumni – certain approved entertainment / hospitality costs with the approval of the University * Secretary prior to incurring any such expenditure. * Accounts Payable – Urgent requests where no other method of payment at their disposal will suffice. * Internet Purchases – In making internet purchases the cardholder should exercise caution. | | | | | |
| **Expenditure Exclusions** | | | | | |
| * Cash withdrawals * Cost of travel and accommodation – travel should be secured through the [Universities Travel Management Services](https://www.ed.ac.uk/staff/business-travel/booking-travel). * Cost of goods and services – must be incurred through University procurement routes | | | | | |
| **Expenditure limits** | | | | | |
| The level of credit card expenditure is determined by the business case and planned monthly expenditure.  If there is a need to temporarily increase the card limit, please contact the Finance Operations Service Assurance team by emailing [Finance.Helpline@ed.ac.uk](mailto:Finance.Helpline@ed.ac.uk) | | | | | |
| **Card Security** | | | | | |
| The card is issued to a named individual, and this person is responsible for the safe keeping and appropriate use of the card.  Any PIN that has been issued with the card must not be disclosed or carried with the card.  The card must be signed immediately upon receipt by the cardholder. The card should be kept in a secure place at all times. When the holder of a purchasing card is away from the office, a duly delegated employee may use it to make purchases. The cardholder shall ensure that the delegated employee is fully aware of their responsibilities, and with the provisions of this policy. However the cardholder remains responsible for the card and it is their duty to complete the card log each month.  While the card is embossed with the individual name of the cardholder, the account is in the name of the University. The cardholder is responsible for compliance with the provisions of this policy, but there is no impact on the personal credit status of the cardholder.  **Lost or stolen cards**  If a card is lost or stolen, the card holder must advise RBS immediately. Having notified RBS, the card holder must then advise the Finance Operations Service Assurance Team by emailing [Finance.Helpline@ed.ac.uk](mailto:Finance.Helpline@ed.ac.uk) | | | | | |
| **Corporate Credit Card Audit** | | | | | |
| A clear audit trail must exist for every card transaction  Finance Operations Service Assurance and Internal Audit will periodically review card expenditure. Internal audit representatives have right of access to any documentation and to seek explanations at any reasonable time. | | | | | |
| **Guidance** | | | | | |
| How to apply for a corporate credit card | | | | Please follow the detailed instructions in the [Corporate Credit Card Application and Card Maintenance Procedure Guide.](https://uoe.sharepoint.com/:w:/r/sites/service-excellence-documents/ftp/Finance%20Process%20Standardisation/Design/SD1%20Policies%20Design/Credit%20Card%20Policy/Credit%20Card%20Guidance%20and%20Checklist%20v3%20with%20KS%20%26%20LR%20changes.docx?d=w63f0a10b07c64843ad0cacea60d8c743&csf=1&web=1&e=FelvQE) | |
| How to maintain an existing card | | | |
| Statements and reconciliation process | | | |
| **Further Information/Queries** | | | | | |
| Any queries regarding the Corporate Credit Card policy should be directed to the Finance Operations Service Assurance Team by emailing [finance.helpline@ed.ac.uk](mailto:finance.helpline@ed.ac.uk)  If you require this document in an alternative format please contact [Finance.helpline@ed.ac.uk](mailto:Finance.helpline@ed.ac.uk) | | | | | |
| **Useful links** | | | | | |
| [Sustainable Travel Policy](https://www.ed.ac.uk/sustainability/what-we-do/travel/climate-conscious-travel/sustainable-travel-policy-2021)  [Expenses Policy](https://www.ed.ac.uk/finance/for-staff/financial-regulations-policies-and-procedures/policies-and-procedures)  [Travel Management Services](https://www.ed.ac.uk/staff/business-travel/booking-travel)  [Security | Royal Bank of Scotland (rbs.co.uk)](https://www.business.rbs.co.uk/business/security.html)  [Corporate Credit Card Application and Maintenance Procedure](https://www.ed.ac.uk/finance/for-staff/financial-regulations-policies-and-procedures/policies-and-procedures) | | | | | |
| **Approval and Review** | | | | | |
| Date policy approved | | | 30 November 2021 | | |
| Final approval by | | | University Executive  (& HRPDG sign off 30 November 2021) | | |
| Consultations held | | | Staff; HR Policy Development Group | | |
| Date of commencement of policy | | | 1st April 2022 | | |
| Date for review of policy | | | 1st April 2023 | | |
| Policy review by | | | Senior Financial Controls Accountant | | |
| Policies superseded by this policy | | | Credit Card Policy v.1.1 | | |
| The policy was approved by the University Executive on 18th January 2022, signed by the Human Resources Policy Development Group on 30th November 2021 and is effective from 1 April 2022.  The policy will be reviewed annually on and any changes approved by the University Executive and, where appropriate, reviewed by HRPDG    The updated policy will be communicated to staff and published on the University’s website. | | | | | |
| **Version control** | | | | | |
| **Version** | **Amendment made** | **Approval date** | | | **Approved by** |
| 1.0 | First Version | 14 November 2017 | | | Central Management Group |
| 1.1 | Updated Finance Helpline | 11/01/2019 | | | n/a |
| 2.0 | Policy refresh | 18 January 2022 | | | University Executive |