Corporate Card Program Handbook

Procedures and Regulations

Corporate Card Program
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Email: finance@ucalgary.ca
www.ucalgary.ca/finance

Scotiabank Customer Service
Canada and USA: 1-888-823-9657
Outside Canada and USA (collect): 1-416-750-6138

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1. INTRODUCTION

The University of Calgary Corporate Card Program offers employees an efficient and cost-effective method of paying for work-related materials, services, and travel. It reduces the need for out-of-pocket expenses and the use of personal funds.

Scotiabank Visa is the preferred supplier of the University corporate cards.

Available card types include:

- The Purchasing Card (P-Card) provides an efficient and expedient means of making low-dollar, low-risk purchases of materials and services.

- The Travel and Expense Card (T&E Card) provides a method of paying for business-related travel purchases, as well as allowable hospitality expenses.

3.2 Applying for a Card

1. Download the Cardholder Agreement from the University Credit Card website: University Credit Cards > APPLY NOW
2. Complete the form, obtaining all required signatures, including:

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is Scotiabank's proprietary website from which monthly statements can be viewed and downloaded. Login credentials and related information is provided during

Allowable PCard transactions (materials and supplies) include:

- Advertising
- AHS/CLS invoices
- Art supplies
- Books
- Catering up to $500
- Cell phones/parts/accessories
- Computers and parts
- Courier
- Equipment under $5000
- Fuel (local or field work only)
- Instructional materials
- Journal/magazine subscriptions
- Lab/research supplies
- Memberships (non-PER funded)
- Office supplies
- Printing services
- Publication/page charges
- Subject fees
- Tools

***Note**:* Gift cards & gift expenses must adhere to the Gifts, Donations, and Sponsorship Policy, along with funding guidelines.

4.3 Online / Web Purchases

Cardholders may purchase items online; however, they must protect their card and personal information. When making online purchases, the Cardholder will:

- Use good judgement regarding security;
- Not use the PCard or T&E Card on a site that they would not trust to use their personal card;
- Choose suppliers that have a secure site. The closed lock symbol can identify this

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4.7 US / Foreign Shipments

When placing an order outside of Canada, there are specific shipping instructions.

1. Brokerage fees are permitted on the PCard. For UPS shipments, it is important to advise the supplier that the broker is University of Calgary. Please direct suppliers to call our Customs office at 403.220.7224 with questions about the customs broker for particular shipments.
2. The shipping address for all orders must include: "University of Calgary", the recipient's name, phone number, and delivery address.
3. After placing the order, send the supplier name, courier name, and tracking number, along with the PeopleSoft account number, to customstraffic@ucalgary.ca. This will expedite the transit time of the order through Customs to you.

4.8 Pre-Authorized Recurring Payments

Pre-Authorized Recurring Payments (PRPs) on corporate cards have grown in popularity due to their convenience and ease of use. 5(W)-3 edCID 18t61.3 (lar)6 (r)-2.832 54 (c)1.1 (e fl7.2 (t)1-0.7 (l)(c) (i48.5 (Tc 0

5. RECONCILING THE CARD STATEMENT

5.1 Monthly Billing Cycle

Timely reconciliation of incurred charges is required to ensure that transactions are reflected in a Cardholder's budget as soon as possible. Departments are ultimately responsible for ensuring that submissions are allocated correctly

Each monthly billing cycle takes place from the 26

5.3 T&E Card Reconciliation

Transactions incurred on the T&E Card are made available for reconciliation within 3-5 business days of the transaction date. If a transaction appears on the monthly credit card statement, it will also appear in My Wallet, in PeopleSoft. My Wallet is accessed through 'Reconcile Credit Card,' or through the Travel and Expense Center. My Wallet houses all incurred T&E Card charges awaiting reconciliation.

1. On the 26th of the month, the Cardholder will receive an email with a pdf copy of the monthly statement from notifications@centresuite.com. Alternatively, the Cardholder may log into their CentreSuite account to download the monthly statement copy. For daily or weekly reconciliation, prior to the availability of the monthly statement, a snapshot of the current transactions can be retrieved from CentreSuite to be used in place of the statement. If, after viewing the monthly statement, it is confirmed that no charges were incurred, no reconciliation is required for that billing period. For transactions incurred, proceed to reconcile.
2. Match each transaction on the statement with the applicable invoice/receipt. If any invoices/receipts are missing, refer to MANAGING THE CARD > Missing Receipts.
3. In PeopleS fioo fma.9.9e ad3.3 (e)h3.3 (e)-3 (i)10l6 e6 ad3.3 8-1.5 (f31.4 8(f t)89 (ran)86 (A)a.9.9e)-n3.

6. MANAGING THE CARD

6.1 Receipts

A receipt must be obtained for each charge to the card. This is a requirement for any audits performed on the card to support the purchase as legitimate and accurate. Eligible receipts must have at least the following:

b. Cardholder’s Home Department Budget Owner

For PCard suspected fraud, once the transaction is loaded into PS upon reconciliation enter a comment outlining the transaction is fraudulent and under investigation and select 'No Receipt".

Note: In the event that a card is compromised, Scotiabank will cancel it immediately upon notification and a new card will be issued to the Corporate Card Team at the University. Cardholders are then contacted when the replacement card is available for pick-up. Cardholders should ask the Customer Service agent to send their new card by courier at no charge. Cardholders should be aware that they will be without a card until the replacement arrives. If Scotiabank is not alerted to a fraudulent charge within the grace period, the charge will be considered valid, and the Cardholder and/or Department will be accountable for payment. Advise the Corporate Card Program at finance@ucalgary.ca of any card replacement.

If a card is lost, stolen, or compromised, the Cardholder must first report to Scotiabank Help Desk (1-888-823-9657 Canada and USA or +1-416-750-6138 all other destinations) and then inform the Corporate Card Program at finance@ucalgary.ca

6.12 Splitting Transactions

A Cardholder must never request a supplier to split a charge into smaller amounts to circumvent the authorized card limits. If a charge exceeds their single transaction limit, the Cardholder must request a

The turnaround time for

Cardholders that have had their card suspended three times for non-compliance will no longer be eligible for the University Corporate Cards. Please refer to the Escalation Process for Past Due Corporate Card Transactions.

7.3 Escalation Process for Past Due Corporate Card Transactions (PCard and T&E Card)

Unreconciled Transactions:

Timely reconciliation of transactions is a requirement of being issued a University Corporate Card. Cardholders will receive the following communication regarding unreconciled transactions. The following table outlines the communication steps:

Timeline	Action
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This escalation process only applies once the actual travel date has occurred. If there are future-dated travel transactions, the escalation procedure will commence after the travel date, not the statement date. Cardholders may be subject to provide proof of future-dated transactions allocated in Peoplesoft by the Corporate Card Program. If future-dated transactions are proved to be non-travel related or travel already completed, cardholders may be at risk for an infraction for non-compliance.

8.3 Travel Insurance

Travel insurance coverage is provided as a default benefit of the T&E Card. No additional paperwork is required to activate it, and there are no deductibles.

Benefits include (but are not limited to):

Auto Rental Collision/Loss Damage
Flight Delay
Emergency Purchases
Hotel/Motel Burglary and Lost Luggage Insu9T2 1 Tf 0.457 0 T(e)]TJ 7c

All travel bookings and credits are the responsibility of the Cardholder and their Department and need to ensure that they are reconciled within a timely basis. Should a cardholder leave the University or for travel that is booked on behalf of a non-