NEW VISA CORPORATE CARDS

On February 14, 2013, the application for the Visa Corporate Card will be available. All regular faculty members are eligible to apply for cards. A few important features to the card program include:

- No personal liability; no credit check. Emory vouches for you.
- $9500 per period credit limit – sufficient to cover airfare, conference registrations, local expenses and travel expenses even during high volume times (larger limits available by request).
- No receipts (other than airfare, lodging and rental car) under $75 required on corporate card purchases
- Preferred payment method for all travel related and individual business expenses (except those which go through Emory Express)
- No currency conversion documentation required
- Card can be mailed directly to the applicant at home or Emory mailstop (as indicated on the application)

Why?

- To give you a card that is accepted worldwide
- To provide benefits to using the card
- To make it easy to know when to use the card
- To save time on expense reporting for travelers and their staff (My Wallet expense entry takes 1/3 of the time of a cash or personal card expense)
- To cut down on “proof of payment” documentation which is burdensome

Full details, policies and procedures can be found here: [http://howtopay.emory.edu/ChargeCards/CorporateCard.html](http://howtopay.emory.edu/ChargeCards/CorporateCard.html)

AMEX to VISA TRANSITION

All American Express (Amex) Corporate Cards will be suspended (closed to charges) on May 1, 2013; those cards will continue to work until then. However, all current Amex Corporate Cardholders should apply for the Visa when the application opens on February 14 (or thereafter). Your Amex Corporate Card will continue to work until May 1, 2013. Note: The Amex Purchasing Card account will continue to be active after May 1, 2013 to allow for payments and will terminate fully at a later date.

Why?

- To ensure that you have consistent access to your card during the transition. To give you plenty of time to apply for, receive and activate your Visa Corporate Card

Full details can be found here: [http://howtopay.emory.edu/FAQ/index.html](http://howtopay.emory.edu/FAQ/index.html)
TRAVEL BOOKING AND PAYMENT BY DIRECT BILL

All faculty members must continue to use one of the three approved Emory travel agencies for travel booking. At the end of the fiscal year, on August 31, 2013, the ability to direct bill airfare to a Smartkey will end. Faculty will have two options for purchasing airfare after August 31, 2013:

1. **Emory Corporate Card**: Emory Corporate Card can be saved as part of a profile with our approved travel agents (Travelocity, BCD, or Maupin Travel). Corporate Card airfare purchases can be submitted for reimbursement within several days of purchase for immediate reimbursement.

2. **Personal credit card**: a personal credit card can also be stored as part of a profile with Travelocity, BCD, or Maupin. Personal airfare purchases cannot be submitted for reimbursement until after the trip has concluded.

**Why?**

- Emory University has made a strong commitment to Duty of Care – knowing where all of our faculty and staff are when traveling on Emory business so that we can locate them and get resources to them if there is an emergency
- Emory looked at ways to open up travel to other agencies and websites, but it was not possible to track our travelers in ISOS (our travel emergency service) outside of our agencies
- ISOS has been used multiple times over the past few years in life-threatening situations.
- We are continuing to look at ways to improve our travel agency service. The University is reviewing the agencies’ service and functionality, as well as looking at other agencies.
- For faculty members traveling with a companion, you are encouraged to book your tickets with one of the agencies (BCD or Maupin); they can book personal tickets (with personal payment), and they will note that itineraries should be linked by cross-referencing the numbers.
- This decision to transition from direct bill airfare to credit cards is being made to ensure the good stewardship of Emory funds. Eliminating direct bill will ensure approvals of airfare expenses and good use of out limited funds.

Full details can be found at: [http://howtopay.emory.edu/Travelinfo/index.html](http://howtopay.emory.edu/Travelinfo/index.html)
TRAVEL POLICIES

**Spending Guidelines:** There are now guidelines regarding appropriate spending on individual meals when traveling (and using actual receipts). Reimbursement for individual domestic travel meals should not exceed $100 per day except in rare circumstances. In those cases, further documentation or justification may be requested from the Chief Business Officer or his or her designee.

*Why?*
- This policy is consistent with our peers.
- A traveler may be asked for business purpose documentation if this guideline is routinely exceeded.
- In our current environment, where revenue sources are constrained, being good financial stewards of Emory resources is more important than ever

Full details can be found at: [http://howtopay.emory.edu/WhatsChanging/KeyPolicyChanges.html](http://howtopay.emory.edu/WhatsChanging/KeyPolicyChanges.html)

**Highest Ranking Individual:** The highest ranking individual from the hosting department/unit should incur the expense and submit it for reimbursement when paying for a group business meal.

*Why?*
- This policy is consistent with our peers and is designed to protect subordinate employees from incurring expenses that could later be approved by higher ranking employees who were present at the event or meal.

Full details can be found at: [http://howtopay.emory.edu/WhatsChanging/KeyPolicyChanges.html](http://howtopay.emory.edu/WhatsChanging/KeyPolicyChanges.html)

**Per Diem:** Rules regarding when an employee can choose per diem expense reimbursement, and how per diem is used have been simplified. A quick overview of the changes:
- **Domestic travelers** must use actual receipts, not per diem, for reimbursement. This allows domestic travelers to receive complete reimbursement for their trip expenses. This is in keeping with best practices.
- **International travelers** may choose per diem or actual expense reimbursement.
  - Per diem should not be used for conference travel.
  - All schools and units at Emory will use the same rates (US State Department Rates)
  - Per diem rates will match those of US State Department, which are based on their fiscal year (October 1-September 30), and vary by city. Rates now include Meals, Incidentsals & Expenses (M&IE).
  - Corporate Card should never be used when a traveler is electing per diem reimbursement.

*Why?*
- With the new Visa Corporate Card receipt requirements, no receipts will be required for meals under $75. This greatly reduces the need for receipts and paperwork.
• Emory wants faculty to be made whole for their expenses – when an individual uses a per diem reimbursement, they may be either losing or gaining because of their travel. When they use a corporate card, they will be fully reimbursed for all allowable expenses.

• The new Visa Corporate Card is accepted almost everywhere, domestically, and all faculty and staff are eligible for cards.

• Therefore, this method has the benefits of both 1) keeping the traveler whole for whatever he/she spent on a meal and 2) not burdening the traveler with a receipt requirement.

Full details can be found at: [http://howtopay.emory.edu/WhatsChanging/KeyPolicyChanges.html](http://howtopay.emory.edu/WhatsChanging/KeyPolicyChanges.html)

**Lost Receipt Affidavit:** The form that you have used in the past is no longer required. Travelers will account for lost receipts in the manner below:

• For charges, if you are missing a required receipt, you will check the "missing receipt" box on the expense line and provide detail as to why it is missing

• Please note: airfare, lodging and rental car receipts are always required

*Why?*

• Staff and faculty indicated during focus groups that the Lost Receipt Affidavit form was burdensome and provided little value

• Compass provides a better, electronic (paperless) way to record missing receipts in the system

Full details can be found at: [http://howtopay.emory.edu/WhatsChanging/KeyPolicyChanges.html](http://howtopay.emory.edu/WhatsChanging/KeyPolicyChanges.html)

**GPS Reimbursement:** GPS rental from a rental car agency is now a reimbursable expense for travelers.

*Why?*

• Travelers requested this for their safety, and Emory values traveler safety.

Full details can be found at: [http://howtopay.emory.edu/WhatsChanging/KeyPolicyChanges.html](http://howtopay.emory.edu/WhatsChanging/KeyPolicyChanges.html)