



EASTERN OREGON
UNIVERSITY

OFFICE OF ACCOUNTS PAYABLE
MEMORANDUM

TO: EOU Employees

FROM: Lara Moore, Finance & Administration

SUBJECT: Corporate Card Use

DATE: 8/28/08

With the implementation of once a week check runs, Accounts Payable is trying to help create a more efficient and faster process for EOU employees to access travel funds. The corporate card program we currently have in place can provide the efficiency and speed we are seeking, if we utilize the program to its fullest.

In the corporate card program at EOU, a card and line of credit is issued to an individual employee. The card is embossed with the employee name, as well as the EOU logo. Employees who use corporate cards are solely liable for the expenses charged, as well as responsible for the timely payment of the monthly bill. Accounts Payable staff monitors corporate card accounts to ensure that timely monthly payments are being made, and they have the ability to increase cash and spending limits if necessary and warranted.

Our corporate cards provide ease and freedom for official travel expenses. Corporate cards can be used for restaurant charges, hotels, car rental, airfare, and cash advances. (Most of these expenses are deemed unallowable on EOU procurement cards, but are necessary travel expenses.) In order to reach peak efficiency, we will expect that all corporate card holders use the cash advance option as an alternative to receiving a cash advance check or ACH deposit from Accounts Payable. Card holders have Automated Teller Machine (ATM) access and can use this access for travel expenses when the card can not be used. Daily cash advance limits can be established with Accounts Payable on a case-by-case basis. In combining the cash advance option with the flexibility allowed on the corporate card, travel expenses become easier to handle. Using the corporate card also reduces the risk associated with carrying large amounts of cash during travel. If you are a coach or a teaching faculty member who travels with student groups or if you are an employee who simply finds yourself on the road every month – the corporate card is right for you.

The reconciliation process is nearly identical to the travel advance and reimbursement process. The card holder simply remits a travel reimbursement form, with all necessary receipts and signatures, and the card statement to Accounts Payable. When the appropriate documentation is received, Accounts Payable will issue a reimbursement check. The card holder then uses the reimbursement to pay the monthly corporate card bill. As with all travel, a pre-travel authorization form will still need to be submitted to Accounts Payable prior to the trip.

If you have questions, or would like more information about our corporate card program, please contact our program administrator, Jolynne Spencer, at 962-3377.