

**DINERS CLUB CORPORATE TRAVEL CARD
EMPLOYEE USAGE GUIDELINES**

To facilitate employees travel on College, the College may, upon direction of the Chief Financial Officer, authorize Diners Club to issue to eligible employees a Corporate Travel Card (The Card). Such cards will be issued as part of the Diners Club Corporate Card System, and upon the employee submitting an application (subject to approval) to Diners Club. (Such application must be authorized by the College).

The Card shall be issued and used by the employee under the following guidelines:

- 1- Only, full-time, career employees are eligible to receive The Card.
- 2- Diners Club has the discretion of approving or disapproving the employee's application based on its customary credit criteria and verification procedures under the U.S.A Patriot Act. Once approved, The Card will be issued directly to and in the name of the employee.
- 3- Diners Club may, at its option, run a credit report of the Card Holder.
- 4- The employee is responsible to Diners Club for all charges placed on The Card.
- 5- Diners Club will bill the employee each month for charges due.
- 6- The Card is a no interest card.
- 7- A \$30 late fee **and** a 2.5% late fee assessed on all past due amounts. The College will pay the late fee(s) if the late payment is due to an error of the College. The employee will pay the late fees if they do not submit the monthly invoice and the travel reimbursement form as described in item 15.
- 8- The employee shall use The Card exclusively for the purpose of authorized travel on behalf of the College and in order to conduct the business of the College. All such purchases shall be made as outlined in the College's policy on Travel as described in the Financial Policy and Procedure Manual.
- 9- The employee shall not charge non-travel related expenses on The Card (e.g., office supplies, computer equipment; books; memberships).
- 10- The employee shall not use The Card to purchase any personal related products or services.
- 11- The employee shall use The Card only to pay for his/her own business travel.
- 12- The Card provides for car rental insurance for the rental car only.
- 13- The Card does not provide for cash advances.
- 14- The invoice should be paid within 30-days of the issue date. However, the Card has a month-end billing cycle which requires the charges in the billing cycle to be paid on or before the 59th day of the billing cycle in order to avoid the assessment of late and delinquency fees. For example, the billing cycle for September may be September 30th. Charges made in September must be paid in full on or before November 29th to avoid the late fee assessment.
- 15- The employee may pay The Card charges directly and seek reimbursement from the College or the employee may request the College to pay his/her Card invoice directly. In either case, the employee is required to submit to the Office of Fiscal Services the completed Travel Reimbursement form detailing the purpose of the travel, the nature of the charges, cost center to be charged and authorization from the employee's supervisor along with the all related receipts substantiating individual items.
- 16- If the employee elects for the College to pay his/her Card invoice directly, upon conclusion of the travel or at least 21-business days before the end of the billing cycle, whichever is earlier, the employee shall submit the authorized Travel Reimbursement form along with The Card's monthly invoice, showing charges outlined on the Travel Reimbursement form, to Fiscal Services. This documentation is needed in order for Fiscal Services to process the payment to Diners' Club. If the employee elects to pay the Card invoice directly and seek reimbursement, the employee must submit the Travel Reimbursement form within 30-days of the trip.

- 17- The Office of Fiscal Services will make the payment to The Card issuer directly on behalf of the employee, for appropriate and authorized charges. Fiscal Services will return a copy of the audited travel reimbursement form to the traveler. This form will indicate any charges not paid. The employee will be responsible for paying such charges by the due date in order to avoid being assessed late fees.
- 18- The Office of Fiscal Services will NOT make payment for any item(s) not in compliance with items 8, 9, 10, 13 and 16 above.
- 19- Any refunds made for purchases paid for by the College shall be returned to the College and not the employee.
- 20- The College is not responsible for credit bureau reportings made by Diners Club for late or missed payments. The College will make the payment to Diners Club in accordance with its ordinary course of business; the employee is responsible for ensuring the Travel Reimbursement form is submitted in a timely manner as outlined in items 14 and 16 above.
- 21- The College shall revoke the employee's right to use The Card, if his/her use of the Card are inconsistent with this policy.
- 22- The employee must surrender The Card immediately upon separation of employment from the College.
- 23- Failure to comply with the terms outlined above may result in disciplinary action including termination.

I understand and agree to comply with the terms and conditions of The Diners Club card as set forth above.

Employee Name

Employee Signature

Date

CC: Employee
CFO File
Human Resources