

Central Washington University
Corporate (Travel) Card Questions with Answers

1. *Is it OK to charge non-business items on the card if I pay for them within the 30-day limit along with business expenses?*

No. The card is only for authorized, official, travel-related expenses.

2. *What are considered travel-related expenses?*

Travel-related expenses include car rentals (state contract with Enterprise), lodging, meal, and airfare expenses.

3. *Can I pay for registration costs with the card if I am traveling to the conference?*

Registrations may not be paid with your corporate card in any circumstance.

4. *Is it appropriate to charge any items related to university travel on a personal credit card, or to pay cash, for subsequent reimbursement?*

You will be reimbursed at the per diem rates for lodging and meals that are charged on personal cards or paid for with cash.

5. *Am I required to use the corporate card for travel expenses?*

Travelers are encouraged to use the card for travel expenses where possible. The card may be used for reserving a "Enterprise" rental car when approved in advance by a PBA. For your convenience, airline tickets will ordinarily be purchased through the designated travel agencies in Seattle or Yakima, who will charge the tickets to a University account.

6. *Who is responsible for payment of the monthly statement?*

The cards are issued to individual employees. Employees, not the University, are responsible to pay the monthly bill directly. Prompt submittal of your travel voucher should ensure that you are reimbursed for travel in time to pay your charge card bill.

7. *Why are university personnel restricted to using the Corporate Card for travel? It would seem that if one is responsible for his or her own personal credit card and one is also responsible for the Corporate Card that is in his or her name, that there doesn't seem to be much difference.*

This is a state travel card program for official University business. The card is a convenience to the employee allowing easy separation of business from personal expenses. Employees are

encouraged to use the card for meals and lodging to provide data to the state for negotiating contracts with service providers for future discounts.

8. *Can I pay my corporate card bill with my personal credit card?*

Corporate card statements may not be paid with credit cards.

9. *How do I apply for a card?*

You may request an application by calling 963-2325 or 963-1986. Completed applications must be sent to Financial Services, mail stop 7471, for processing. Your Dean's or department head's signature is required on the application. If an applicant is a Dean or Department Head, they must obtain his/her Vice President's signature.

10. *Why does the application ask for my social security number? I don't like to give that information out.*

Social security numbers are required to do a soft credit check. This determines the credit limit established for each cardholder. It is also used as a security to verify the cardholder. A card will not be issued without this information.

11. *Is there an annual fee or interest charged?*

There is not an annual fee. There is interest charged on the account if the account is late, which is one percent of the purchases for each month past due. The accounts are non-revolving, which means they are required to be paid in full monthly. If they are not, interest will accrue.

12. *If I leave the University, must I turn in my card?*

Yes. Once employment is terminated, cards must be returned.

13. *Will the state be able to access and use the information that will be produced by the use of the card?*

Yes. Information is used to project existing volume contracts for air, rental cars, and lodging and to establish new contracts.