

HARVARD

CAMPUS SERVICES



University Corporate Card at a Glance

Card Overview and Training Links

The Corporate Card is the primary payment method for travel expenses and can also be used for other allowable Harvard business expenses at the school or unit's discretion. See [Financial Systems Access](#) to determine eligibility; though it is ultimately the decision of Campus Services to determine if a card should be issued to an individual.

- [Instructions on requesting a Corporate Card, Cardholder Agreement, and Application](#)
- [Managing Your Account and Creating an Alternate User/Delegate in Citibank, Card Services Website](#)
- Training: [ROPPA](#), [Concur Training](#)
- [Financial Policies](#) – Including [University-Issued Cards Policy](#), [Travel Policy](#), [Business Expense Policy](#), [ROPPA Policy](#), [Card FAQs](#)
- Cardholders must review and respond promptly to any communications from Citibank or Harvard regarding their card.

Card Activation

1. Visit: cardactivation.citi.com
NOTE: To activate your card you will be required to enter a Verification ID. The Verification ID will be the last 4-digits of your HUID).
2. Select your 4-digit PIN
NOTE: You MUST select a PIN to complete the card activation process

Fraud

Report fraud within 60 days, or a lost or stolen card immediately: Contact Citibank Customer Service at 1-800-248-4553 (call collect 1-904-954-7314 when dialing outside of the U.S.). Also contact our Campus Services Card Administrator at cs_cardservices@harvard.edu and your respective supervisor and Finance Manager to inform them of the situation.

Sales and Use (Meals) Tax

Harvard is exempt from sales and use (meals) tax in Massachusetts as well as many other states. Use [Harvard's Tax Exemption Status](#) when making purchases. If sales or meals tax is billed to the cardholder's account, departments can ask the vendor to remove the tax. However, note it is at the vendor's discretion to honor or reject Harvard's sales tax exemption

Allowable Expenses

- Lodging (includes Air BnB or VBRO based on the Travel Policy and local unit policies)
- Ground transportation
- Reimbursable meals
- Airfare
- Conference fees

HARVARD

CAMPUS SERVICES



- Other appropriate and allowable business expenses or goods

Allowable With Restrictions

- Equipment related to Work in Progress (WIP) Projects ≥ \$5,000.
- Purchases of goods made with PayPal or other third-party systems- must include the name of the ultimate seller/vendor in the business purpose. Purchases of services are not allowed using PayPal, Venmo or other Cash Applications.
- For special purchases such as alcohol and tobacco, animals, biological materials, chemicals, controlled substances, radioactive materials, and hazardous materials, additional regulatory and licensing requirements may apply. Contact our CS procurement office, see [Procurement Policy](#) or contact your [environmental and health & safety school contact](#) or [Environmental Health & Safety](#) and [Controlled Substances](#).
- Gift certificates ≤\$100 for nonemployees.

Prohibited Purchases

- Personal purchases of any kind

University cards **cannot be used for personal use**. Per the Citibank Cardholder Application and Agreement, only Harvard business-related expenses that comply with University policy are permitted. Inadvertent personal use of a Harvard-issued credit card should be rare and should result in prompt identification and payment of the respective charges by the cardholder. See detailed instructions on the [Card Services website](#).

Those holding individual or centrally billed cards should regularly log in to Citibank to review their statement to confirm it has been paid in full and there are no outstanding balances. An outstanding balance is likely to be caused by charges marked personal in Concur and not paid to Citibank.

- Charges marked as personal in Concur must be paid directly to Citibank in a timely manner to make sure there are no outstanding balances that can incur late fees. See [Corporate Card FAQ](#).
 - Any credits applied to a card must be resolved in a timely manner and cannot be used for personal purchases. See [Expense and PCard FAQs](#) on how to process a credit
 - Harvard will not reimburse for credit card late payment fees. Exceptions to this require Managing Director and CS Controller and/or CS CFO approval and may be considered taxable to the cardholder.
- Purchases of capitalized equipment, furnishings, software or vehicles ≥ \$5,000 that are not Works In Progress (WIP). See [Financial Management of Property, Plant & Equipment](#) & [Software Accounting Policy](#).
 - Payments for services to individuals / independent contractors (U.S. or foreign nationals) who are single-employee companies (sole proprietor, unincorporated, incorporated, or an LLC).
 - Payments for service to foreign entities.

HARVARD

CAMPUS SERVICES



- Royalty or copyright payments to individuals or foreign entities.
- Gift certificates **for employees** (considered taxable)
- Gift certificates >\$100 for nonemployees
- Late Fees

Reimbursement

- Transactions must be submitted and processed in Concur within 30 days of the transaction posting date to avoid late fees. Any delays in payment to Citibank may result in late fees (not reimbursable) or your card being suspended or cancelled.
- Requirements
 - **Business Purpose** – a detailed business purpose covering the who, what, where, when & why must be included.
 - **Receipts** – receipts are required for any expenses of \$75 or more (some funds or schools may require receipts for all expenses). Meal receipts should include an itemized receipt showing if alcohol was included and a list of attendees.
 - **Timely Submission** – Transactions must be submitted through Concur (fully approved and processed) within 30 days of the transaction posting date to avoid late fees.

Credit Card Statement and Payment Schedule

Statement Billing Period	Notes
0-30 days	<ul style="list-style-type: none"> ➤ Statement available on the 15th day of the month for charges incurred for prior 30 days and should be processed within 10 business days.
31-60 days	<ul style="list-style-type: none"> ➤ Account is past due and late fee is applied. ➤ Collections calls and other dunning correspondence begins.
61-90 days	<ul style="list-style-type: none"> ➤ Account is past due, and card is suspended. ➤ Late fee is applied. ➤ Collections calls, account suspension message, and other dunning correspondence continues. ➤ Card will automatically reopen upon payment.
91-180 days	<ul style="list-style-type: none"> ➤ Account is past due, and card is closed/cancelled. ➤ Monthly late fee is applied. ➤ Collections calls, cancellation letter, and dunning correspondence continue. ➤ Card can be reopened with Central and Finance Office approval upon payment.
181+ days	<ul style="list-style-type: none"> ➤ Account is charged off and any payment must be made to Harvard University and deposited by the Tub/Unit Finance Office. ➤ Account cannot be reopened.

HARVARD

CAMPUS SERVICES



Terminated Employees

Prior to termination, the cardholder must cancel all recurring charges and return the physical card back to the business unit administrator.

The business unit administrator must shred the card.

The business unit administrator must send an email to our Campus Services Card Administrator at cs_cardservices@harvard.edu to remove the Cardholder's access in Citi.

Other

Periodically revisit:

- who has Corporate Cards and why
- who is authorized to review transactions
- Corporate Cardholder dollar authorization limits
- usage levels and vendor selection