



OVERVIEW

The Corporate Liability Travel credit card is for employees who must travel on behalf of the university. Cardholders can use the card to pay for all expenses related to official university business travel. Purchases of goods or services not directly related to university travel are not permitted.

The card can only be used for State funded (including housing, parking, RCE, etc.) travel transactions; therefore, Chico State Enterprises travel purchases cannot be made with this university card. The Accounts Payable (AP) office will review and monitor all cardholder purchases.

ELIGIBILITY

A CSU Chico faculty or staff member is eligible to apply for a Corporate Travel card by meeting all of the following criteria:

- Their position at the university requires business travel at least two times per year; and
- The card has been authorized by the cardholder's reports to/supervisor and,
- The individual has completed the cardholder request form and agrees to adhere to card procedures and all related CSU applicable policies and procedures, including the campus travel procedures.

APPLICATION

A Cardholder request form must be completed by the employee in order to obtain a travel card. The request form can be found by visiting the AP [website](#). Completed forms with necessary approval signatures should be forwarded to Kendall Hall 208, Zip 243.

The AP office will request the card from the issuing bank and contact the cardholder upon receipt, generally within 10 business days of request.

CARDHOLDER RESPONSIBILITIES

The Cardholder is responsible for the following:

- Appropriate usage - The card must be used in accordance with the language in these procedures. In addition, purchases must be in compliance with CSU/campus travel procedures, and may only be used for bona fide business travel expenses that directly serve university purposes. **CORPORATE CARDS MAY NOT BE USED FOR PERSONAL PURCHASES.** Please note that card activity is subject to Public Records Act requests.
- Monitor activity - Protect the card at all times to prevent unauthorized use and guard against fraudulent activity.
- Dispute transactions in a timely manner - It is important to dispute any charges attached to your card with the merchant and US Bank within 60 days of the transaction posting date. Disputes can be made by calling US Bank at 1-800-344-5696.
- Report lost or stolen cards - In the event that a card is lost, stolen or fraudulent activity is detected, immediately contact US Bank at 1-800-344-5696. US Bank will work with cardholders/campus to resolve the problem and issue a replacement card when necessary.
- Surrender use of card - The cardholder must discontinue use of the card by notifying AP at 530-898-6426 or accountspayable@csuchico.edu. Card can be shredded or turned into the AP office in Kendall 208, Zip 243.
 - Upon separation from the university, the card will be cancelled in accordance with the campus separation process.

CARDHOLDER/DEPARTMENT LIABILITY

In the case of personal charges, CSU Chico will pursue all measures necessary to collect balances owed. The department that employs the cardholder will be responsible for covering any unrecovered personal/non-business related charges.

DECLINED TRANSACTIONS

If the travel card is declined for a particular transaction and the reason is unclear to the cardholder, please contact US Bank Customer service at 1-800-344-5696 or the AP office at 530-898-6426.

Common reasons for declined transactions include the following:

- Merchant has the incorrect card number, expiration date, or security code
- The transaction cost exceeds the card's allowable limit (either single purchase or monthly limits)
- The card is being used at a high-risk establishment restricted by the university

CARD LIMIT CHANGES

To request either a permanent or one-time change in cardholder purchase limits, please email Accounts Payable at accountspayable@csuchico.edu. The email must contain:

- The requested credit limit increase
- The justification for the increase
- Whether the requested increase is one-time or permanent
 - If permanent the request must also include acknowledgement and approval from the cardholder's reports to/supervisor

Alternatively, if there is an immediate card need please contact Accounts Payable at x6426 (530-898-6426).

CARD RENEWAL, CARD MISUSE, SUSPENSION OR REVOCATION OF CARD

The card will expire on the date noted on the card and will be automatically renewed unless:

- The card has inactivity for 12 consecutive months
- The card has been revoked due to misuse
- The cardholder has separated from the university

Cardholders who have made inappropriate purchases not related to university business travel are subject to the following process:

First Violation	The Accounts Payable Office will contact the cardholder and revisit the procedures agreed to upon acceptance of the card.
Second Violation	The Accounts Payable Office will contact the cardholder, their reports to/supervisor, the appropriate travel signature authority, and the Assoc. VP for Financial Services regarding the continued misuse of the card. All parties will be notified that a third violation will result in the card's cancellation.
Third Violation	The Accounts Payable Office will cancel the card. The cardholder will be notified of the cancellation. Reinstatement of the card would require approval by division Vice President.

REFERENCES

- Campus Travel Procedures
<https://www.csuchico.edu/fin/resources/policies.shtml>
- [ICSUAM Policy 5251, Corporate Cards \(Employee Personal Liability Cards\)](#)