

**UNIVERSITY OF HOUSTON SYSTEM
ADMINISTRATIVE MEMORANDUM**

SECTION: Fiscal Affairs

NUMBER: 03.A.04

AREA: General

SUBJECT: University Credit Cards

1. PURPOSE

This document prescribes procedures for the reimbursement of expenditures made by employees of the System who incur expenses, on behalf of the System, on credit cards issued through the component universities.

2. PROCEDURES

2.1. Employees of the System may take advantage of the opportunity to obtain and use credit cards issued by national credit companies through a group or company card plan, when the Chancellor has approved such plan.

2.2. Any charges incurred on a personal credit card by the employee, are the responsibility of the employee and not of the System. The employee is responsible for payment to the credit card company within the period allowed. An exception to this policy is extended to varsity athletic coaches who regularly incur significant hotel and travel related expenses for athletic events. Corporate credit cards for which the component university is liable and will pay directly can be issued to such coaches on the authority of the Director of Athletics with approval of the President for official team travel expenses.

2.3. Other instances in which the component university will pay directly for credit card charges include:

- a. Corporate Travel System Accounts through System Travel Management approved credit cards for airfare and/or lodging expenses. Some component universities may choose not to central-bill lodging expenses. To qualify, component university travelers must present an authorized Travel Request to their respective designated travel agency, and the charge must be reconciled through each component university's accounting office.
- b. Credit cards issued to faculty and staff members who are assigned component university vehicles. Such cards may be used only to charge fuel and services for a vehicle owned or leased by the component university, and the employee issued the cards will be the only authorized signatory.

- c. Telephone charge cards issued to faculty and staff to charge telephone calls related to component university business while the employee is away from the home office.
 - d. Procurement cards issued to faculty and staff to procure authorized, business-related expenses within the limits defined by each component university.
- 2.4. Requests for any other exceptions to the policy are to be referred to the Vice Chancellor for Administration and Finance or designee.
- 2.5. Upon submission of proper documentation, the employee shall be reimbursed by the appropriate component university for expenses incurred on behalf of the component university or while on official business. Personal charges will not be reimbursed.
- 2.6. Other than as provided in Sections 2.2. and 2.3. of this document, component universities of the System shall not make direct payment, on behalf of the employee, to the credit card company unless such payment has the prior approval of the Vice Chancellor for Administration and Finance or the component university's Chief Financial Officer. Such prior approval must be in writing, and a copy of such approval shall be submitted to the appropriate paying agent of the employee's respective component university.

3. REVIEW AND RESPONSIBILITIES

Responsible Party: Associate Vice Chancellor for Finance

Review: Every three years on or before June 1

4. APPROVAL

Approved: Randy Harris
Vice Chancellor for Administration and Finance

Arthur K. Smith
Chancellor

Date: December 7, 2001

5. INDEXING TERMS

Credit Cards
Entertainment Expense
Telephone Charge Cards
Travel