



## Id. Yours. One University. One Wor

Name:	Travel – Credit Card
Policy Number:	4-3006
Origin:	Financial Services
Approved:	1 October 1991
Issuing Authority:	Senior Director, Financial Services
Responsibility:	Manager, Procure to Pay Services
Effective Date	2019-OCT-21
Revision Date(s):	1993-MAR-01, 2007-SEP-01, 2011-JUL-01, 2019-OCT-21

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The University approved Travel Card (credit card) is American Express.

Authorized personnel issued a University approved credit card are required to follow the same reporting policies and procedures as all other University travellers for reimbursements.

It is the responsibility of each card holder to make appropriate payments to American Express Inc. and ensure that the account is kept in good standing. The University will not be responsible for delinquency charges.

### Reporting:

All travellers must submit a completed [Reimbursement Form](#) to Financial Services in accordance with normal travel policies and procedures.