

Title: Procurement, Credit Card & Travel Policy
Policy Number: UD COE 4-1
Issuing Authority: College of Engineering, Office of the Dean
Responsible Officer: CoE Manager, Procurement & Financial Processing
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I. PURPOSE

The purpose of this policy is to provide direction on the process by which the College of Engineering issues UD credit cards, purchases business critical goods and services, and conducts business essential travel. The goal of the policy is to ensure that each CoE employee, student, or University designee understands the protocol, restrictions, and responsibilities incumbent upon the use of the University's procurement platforms, and the acquisition and management of a UD credit card, utilized in a manner that exhibits both prudent and ethical fiscal stewardship of College resources.

II. SCOPE

This policy applies to all full and part-time faculty, research and administrative staff, students and non-employees traveling or purchasing with UD funds.

III. DEFINITIONS

UD Credit Card (CC)—a credit card issued to a University employee for making authorized purchases related to business justified travel or local meals and business hosting. (Note: Current University guidance is for cards to be transitioned to travel/meal & local business hosting only beginning FY22)

UD Declining Balance Card (DBC)—a credit card issued to a University employee that can be loaded with a specific amount of money and set timeframe in which the money is to be used. This type of card is ideal for UD employees that occasionally travel (1-3x per year) and make all goods & services purchases through UDExchange.

Concur – web-based travel & expense system used to obtain approval for ***travel*** requests and submit expenses once travel is complete. This system is also used to submit reimbursement requests for Out of Pocket expenses related to UD authorized travel and to submit local Business Hosting and Meal expenses. Currently, this system is also used to submit expense reports for purchases from Suppliers not supported in UDExchange.

UDExchange—web-based eProcurement system used to purchase ***goods and services*** for University use. Users do not need a credit card to make purchases in this system; transactions are processed centrally. This system is used for ALL purchases >\$5,000, and for goods and services purchases <\$5,000 with University-preferred (catalog) suppliers.

Business Critical Goods & Services Expenditures – those expenses that are vital and necessary to maintain College or Departmental operations.

IV. POLICY

A. UD Credit Card & UD Declining Balance Cards

1. Requests for new UD credit cards, UD declining balance cards, and/or reloading of funds to UD declining balance cards must be coordinated and approved through our CoE Procurement & Financial Processing team. UD employees should make these requests through the Concur system and ensure that appropriate Financial Processing Associate is *added to the request form as an approver*. (See Staff Directory with Departmental Support notes at this link: <https://resources.engr.udel.edu/administration/financial-services/staff-directory/>) ALL requests must include business justification showing detailed need for the card along with estimated yearly spend for travel, business hosting and goods/services expenditures. Maximum spend limits authorized will be \$5k single transaction/\$10k total monthly credit limit on UD credit cards.
2. Only the cardholder whose name is embossed on the UD credit card or UD declining balance card is authorized to use the card, and all use shall follow both UD & CoE policies and procedures. A cardholder who shares their UD credit card with others for purchasing/use may be subject to disciplinary action including card cancellation, restitution or repayment obligation of charges, potential termination of employment, and/or criminal prosecution.
3. The total value of any one purchase made with the UD credit card may NOT exceed the single transaction/charge limit as approved by the Program Administrator. Cardholders cannot disaggregate a purchase into multiple transactions in order to not exceed the transaction/charge limit. A cardholder who makes an unauthorized purchase with the UD card or uses the UD credit card in an inappropriate manner may be subject to disciplinary action including card cancellation, restitution or repayment obligation of nonconforming charges, potential termination of employment, and/or criminal prosecution.
4. All purchases made with a UD credit card or declining balance card should be submitted on an appropriate expense report within 30 days of purchase. CoE Cardholders will receive a reminder email once an open transaction hits 30 days past purchase. Should no action occur, a second email escalation will occur at 45 days past purchase. Should no action still occur, a third and final email escalation will occur at 60 days past purchase and a target date will be provided for UD credit card credit limit reduction to \$1. Should a cardholder's credit limit be reduced more than twice, the UD credit card will be cancelled, and the individual must then use a personal credit card and submit expenses for reimbursement in Concur.
5. Gift card purchases for students, faculty or staff are NOT allowable on UD credit cards and are *not reimbursable* if purchased with personal funds. Instances where compensation needs to be made should be coordinated appropriately with ENGR-HR Payroll team. Research-related gift cards, budgeted and planned for participant support, are allowable. Per Uniform Guidance, these purchases must be documented with names and identifying information for audit and payroll tax purposes.
6. Business Justification/Comment is **mandatory** on ALL transactions in Concur and UDEExchange. For transactions <\$25 where you do not have a receipt, if being charged

to a grant/award, DETAILED comments must be included to justify purchase and provide details on what was purchased and why/how it benefitted the award. Lost Receipt forms for purchases >\$25 are non-allowable for grants/awards. If a cardholder must use a lost receipt form, it must be allocated to a department or faculty discretionary purpose code.

7. When credits are issued for prior purchases, the cardholder is responsible for attaching appropriate **credit** documentation from the vendor. Original purchase documentation will not be accepted.
8. When a Personal/Non-Reimbursable transaction is posted to a UD card, the Financial Processing Associate that supports that respective department will be notified immediately of the violation. The Financial Processing Associate will provide the Cardholder with the procedures of the reimbursement process to UD.

B. Business Hosting and Meals

1. Detailed/itemized receipts must be attached in Concur for all meal purchases exceeding \$25. Documentation of meal attendees must be provided in the "Attendees" section of Concur (Names, Affiliation with the University or guest information) and business purpose of the gathering must be included in the comments/business justification section of Concur. *Meals involving UD employees require a Bona Fide Business Purpose and are limited to officially sanctioned events noted below (holiday events, receptions for service, awards, recruitment and retirement). Social meals are not allowable using UD funds of any type. Meals outside the events noted below are considered a personal expense and are not eligible for reimbursement.*

C. College-sanctioned Events & Employment-related Recognition

1. Expenses for annual holiday events and celebratory receptions for service recognition, awards, recruitment and retirement functions *require* the approval of College of Engineering Dean or Senior Business Officer. Gift Funds may be used in these instances provided that their usage is aligned with the expressed intent of the Gift. State or Federal Funds cannot be used. Documentation of approval must be in writing and attached as additional information with expense report submission.
2. Charges for alcoholic beverages are not permitted on University basic budget or self-supporting, state or federal funds. For normally scheduled meetings or gatherings of University employees, charges for alcoholic beverage should NOT be made with ANY University Fund-type. Alcohol consumption at these types of outings should be paid for with personal funds. For special (one-time or annual) events where alcohol is deemed permissible by Dean, Senior Business Officer, or Department Chair with appropriate business use, the expense must be itemized as well as allocated to "Alcohol" expense type in Concur. This approval should be noted and attached when the expense is submitted.
3. Per UD Travel Policy 3-07, purchases of personal gifts, flowers, and/or food for employees, unsanctioned events, or otherwise are not allowable using UD funds. If a department or College unit chooses to honor employees or others, it must be done so with personal funds. On rare occasions, Gift Funds may be used for these expenses,

provided that the expense is aligned with the expressed intent of the Gift. These purchases are subject to prior approval by the Dean or Senior Business Officer. Documentation of approval must be in writing and attached as additional information with expense report submission.

D. Travel

1. Travel Requests must be completed in the Concur system. Once a traveler's request is approved, a final travel expense report should be submitted within **30 days** of completed travel.
2. When traveling for UD business to attend conferences, a detailed agenda **MUST** be attached as supporting documentation in Concur. This is recommended for ALL conference travel but is required when traveler will be claiming per diem to show meals provided by hosting venue/conference. Any meals provided by conference **MUST** be deducted from per diem (even if attendee chooses to not participate in food offering).
3. Before travel occurs, the UD traveler should plan to EITHER use per diem OR actual expenses for ALL meals (should be discussed with Department BA, Faculty or Grants Analyst if unsure). Mixing per diem and actual meal expenses is not allowable. Restaurant charges on hotel folios constitute using the UD card and should only be done when planning to expense actual meal costs and not per diem.
4. ONLY trips involving out-of-town travel away from home or away from the traveler's usual work location for MORE THAN 12 hours qualify for Per Diem or actual meal expense reimbursement. All travel LESS THAN 12 hours is considered a normal business day and meals/other expenses are considered personal, are not reimbursable, and should not be paid for with a UD credit or declining balance card. Reimbursement for such trips that do not include an overnight stay but are 12 hours or more will be at 75% of the full day Per Diem for the destination city.
5. Gas purchases for personal vehicles are not allowable. Should an employee need to drive their personal vehicle for off campus business purposes, they should submit a mileage expense on your Travel Expense report in Concur.

V. REFERENCE DOCUMENTS

Procurement Policy (5-01):

<https://sites.udel.edu/generalcounsel/policies/procurement-policy/>

University Credit Card Policy (5-22)

<https://sites.udel.edu/generalcounsel/policies/ud-credit-card/>

University Travel Policy (3-07)

<https://sites.udel.edu/generalcounsel/policies/travel-and-business-hosting-policy>