

CLARKSON UNIVERSITY

HSBC CORPORATE TRAVEL CARD

POLICIES AND PROCEDURES

The HSBC Corporate Travel Card program is designed to provide employees with a convenient method to pay for Clarkson University (CU) approved travel and hospitality expenses. The Corporate Travel Card reduces the need for travel advances. The card may be used for Clarkson University business travel and hospitality only; it is not to be used to pay for personal expenses.

1. Applying for a Corporate Card – Departmental approval is required prior to applying for a Corporate Travel Card. You should expect to incur a minimum of \$500 of Clarkson University approved travel or hospitality expenses per year to be eligible to receive a card.
 - a. You may initiate an application at any time. Call the Comptroller's Office at extension 6486 to obtain a request form. Return the completed request form to the Comptroller's Office, Box 5546 or fax X2319 for processing.
 - b. Upon receipt of the request form, the Comptroller's office will send you an application form, which is to be completed and submitted directly to HSBC Bank.
 - c. HSBC Corporate Travel Cards are usually sent out within 10 – 14 business days after the completed form is received by the bank.
 - d. Only one card will be issued to each employee.

2. Delinquent Accounts – You, the cardholder, are responsible to pay for all charges incurred on your HSBC Corporate Travel Card in a timely manner. The amount owed for all charges is due by the payment date indicated on your statement of the statement billing date. A late fee and finance charges will be assessed when payments are received after the due date.
 - a. An account becomes delinquent when it is 5 days past due. If this should occur, HSBC will contact you by phone and mail.
 - b. If the delinquency reached 91 days, the card account is revoked and the Clarkson Program Administrator is notified.
 - c. If payment is not made within 120 days, the card is cancelled without possibility of reissue.

3. Lost or Stolen Cards – If your card is lost or stolen, call HSBC immediately at 1-800-622-7747.

4. Payments to HSBC – Card statements are mailed directly to you and you are responsible for remitting payment directly to HSBC. You are expected to read and comply with all terms stated in the disclosure agreement accompanying the card.
5. Reimbursement for Expenses – Complete a Clarkson University Travel Expense Report to be reimbursed for travel or hospitality expenses charged to the HSBC Corporate Travel Card. Clarkson University will not remit payment directly to HSBC Bank on your behalf.
6. Termination of Employee Participation – Your participation in the HSBC Corporate Travel Card program will be terminated under any one of the following conditions:
 - a. When you are no longer employed by Clarkson University.
 - b. If your account becomes delinquent (past 30 days) more than four times in any 12 months period.
 - c. If your account is 120 or more days past due.
7. Other
 - a. The HSBC Corporate Travel Card may not be used to purchase equipment or supplies. Follow Clarkson University purchasing policies and procedures for such purchases.
 - b. If it is necessary to cancel your HSBC Corporate Travel Card for any reason, cut the card in half and return to the Comptroller's Office, Box 5546.