

CORPORATE CARD UPDATE BULLETIN

FINANCIAL SERVICES

(808) 675 3958

EXPENSE REPORT

Non-Travel Expenses(P-Card)

- ❖ **Itemized receipt/s**
 - Must include list of items bought, and the last 4 digits of the corporate card used for payment.
 - BYUH address must be on the receipt if items bought are being shipped.
- ❖ **On-island meals per diem**
 - Need 2 receipts:
 - list of food ordered
 - the total amount
 - Refer to the guideline for meals per diem.
 - Hawaii is \$64 per day.

Travel Expenses

- ❖ **Airfare itinerary** (from BYUH Travel Services or other)
 - New required attachment when reconciling airfare on Workday.
- ❖ **Spend Authorization**
 - Must be approved before the actual travel.
 - Include the business/conference dates and all related expenses.
 - Link it to expense report.
- ❖ **Itemized receipt/s**
 - Must be attached to all travel related expenses except for meals.
- ❖ **FYI:**
 - **All travel arrangements are required to be made through BYUH Travel Services.**
 - For meals, please use either your corporate card or personal credit card, but not both.
 - More information on travel policy and procedures is available at: <https://travel.byuh.edu/travel-procedures>
- ❖ **Memo on Expense Report**
 - State business purpose, name of attendees (if less than 50), and the time frame of the meeting or training if food is provided.
 - Attach itemized receipt.
- ❖ **Missing Receipt Affidavit**
 - Should only be used as last resort.
 - Updated copy is available online. <https://financialservices.byuh.edu>

Tip: Take a picture of your receipts in case you lose them.

POLICY REMINDER

"Refreshments

(snacks) or meals may not be provided in conjunction with ordinary or recurring staff meetings lasting fewer than three hours."

❖ **Hosting on Island**

- Follow meals per diem
 - \$12-breakfast
 - \$18-lunch
 - \$34-dinner

❖ **Gratuity**

- Tips exceeding 20% of the total bill are not allowed.
- You may use your own funds for tip beyond 20%.

❖ **Welcome Baskets**

- Up to \$25 to university guests and new employees that departments may choose to provide.
- HR will coordinate welcome baskets for missionaries.
 - No additional provided by departments.

❖ **Lei Giving**

- Up to \$25 may be used for purchase of a lei for university guests and family for specific occasions using departmental general funds.

(<https://policies.byuh.edu/hosting-retreats-and-teambuilding>)

August 2022