

Corporate Card and Travel Funding Policies, College of Liberal Arts and Sciences [7-24-24]

General Information

All University **Corporate Card (C-Card)** [applications](#) for members of the College of Liberal Arts and Sciences must be submitted through Concur to obtain authorization from the employee's supervisor and Strategic Procurement. Issuance of new University Corporate Cards will ordinarily be limited to University employees who hold regular positions in the College. Exceptions may be approved for limited periods.

It is the responsibility of a C-Card holder to reconcile reports within the required time frame. If a cardholder does not resolve delinquent reports and transactions in a timely fashion, the credit limit on the card will be reduced to one dollar. Repeated delinquencies could result in the termination of card privileges.

Upon separation from the University of Maine, all CLAS employees are required to return their University credit cards to their departmental office.

Travel Guidance

A fully approved Concur travel request is required for all out-of-state travel. University funding for travel is not guaranteed and, in the case of out-of-state travel, will not be provided if it is not requested and approved prior to the travel occurring. Additional funding will ordinarily not be provided for travel expenses that exceed the approved travel request.

Ordinarily allowable travel expenses, within reason, include transportation, registration, lodging, and travel meals. Justification for any additional travel expenses must be provided by the traveler. All CLAS Travel Meal Expenses require itemized receipts for payment. Travelers are expected to choose the most economical options for their travel-related expenses.

Further information about travel and Concur is posted on the CLAS Faculty/Staff Resources page here: <https://umaine.edu/las/faculty-resources/financial/>.

Non-Travel Guidance

Per UMS APL IV-B, "With the exception of purchases under \$160, emergency purchases, or other unusual extenuating circumstances, a non-travel Corporate Card purchase will be made with **prior written knowledge and approval** (generally an email) from the cardholder's supervisor (or the supervisor's designee)."

Any funding of memberships with E&G dollars requires a specific request from a chair/director and prior written approval from the Dean's Office.

University of Maine System Policies

Cardholders are responsible for complying with University of Maine System policies concerning the use of University funds:

University of Maine Administrative Practice Letter: Travel, Expense, and Corporate Card Procedures - [Administrative Practice Letter IV-B - University of Maine System](#)

University of Maine Administrative Practice Letter: Use of University Funds - [Administrative Practice Letter IV-I - University of Maine System](#)