Policy 2.91  
Payment Options

This policy version was not current at the time of printing. Please see http://policies.emory.edu/2.91 for the current version.

Responsible Official: Vice President for Finance/Chief Finance Officer  
Administering Division/Department: Procurement Services  
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Overview

The purpose of this document is to describe the approved payment options for individuals traveling on behalf of the University.

Applicability

The Travel Policies apply to faculty, staff, students, and non-employees traveling on behalf of the University and seeking reimbursement or payment for travel-related expenses from Emory University funds, regardless of the funding source.

Policy Details

2.91.1 Traveler Responsibility

Travelers are required to use the payment methods outlined below that are designed to ensure accurate, effective and timely reimbursement or payment. Exceptions will be considered on a case-by-case basis and are subject to documented approval accompanying the Travel Expense Report.

2.91.2 Responsibility of Higher Level Approvers

Higher Level Approver must ensure that:

- the traveler is aware of the Emory Travel Policy in advance of the travel;  
- travel expenses were incurred while conducting authorized University business;  
- travel expenses were necessary, reasonable and consistent with University policies and the stated business purpose;  
- an expense report includes the required documentation; and  
- travel expenses meet any and all Sponsored Program guidelines, if applicable.

Several payment options are available to individuals traveling on behalf of the University.
2.91.3 Air Travel Providers

It is required, unless an exception is approved in advance of travel, that a traveler will use Emory’s Air Travel Providers to purchase plane tickets. Tickets purchased through the Emory travel agencies can be billed directly to the department budget, charged to an AMEX Corporate Card, or charged to a personal credit card.

2.91.4 American Express Corporate Cards

1) American Express (AMEX) Corporate Cards are available to faculty and staff who travel on behalf of the University.

Common charges include: airline tickets, hotel accommodations, car rentals, conference registrations, meals, and miscellaneous out-of-pocket expenses.

2) It is the sole responsibility of the individual card holder to complete an Expense Report to make payment on the AMEX Corporate Card in a timely manner. The University will not pay for late fees or finance charges resulting from a late payment. Failure to remit payment in a timely manner can impact one’s personal credit history.

3) Payment Services reserves the right to set a credit limit on AMEX Corporate Cards. Payment Services also reserves the right to cancel an AMEX Corporate Card for reasons such as:

- Cardholder is no longer employed by the University
- An account is 90 days past due (cardholder privileges will be suspended when the account is 60 days past due)
- Failure to adhere to the University Travel Policies
- The card has not been used for over a year

2.91.5 Personal Funds

When not using direct billing to a department (for airfare) or the AMEX Corporate Card, personal funds may be used, and reimbursement requested for legitimate business expenses. However, reimbursement for the use of personal funds cannot occur until after the travel takes place. It is the sole responsibility of the traveler to complete an Expense Report to request reimbursement in a timely manner.

2.91.6 Other

In situations when the AMEX Corporate Card and personal funds cannot be used, travelers may request Payment Services to issue a check or a foreign draft (payment in foreign currency).

Related Links

- Current Version of This Policy: http://policies.emory.edu/2.91
- Paying for Travel (https://www.finance.emory.edu/home/travel/payingfortravel.html)

Revision History

Emory University policies are subject to change at any time. If you are reading this policy in paper or PDF format, you are strongly encouraged to visit policies.emory.edu to ensure that you are relying on the current version.