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THE UNIVERSITY OF BRITISH COLUMBIA

MEMORANDUM

October 27, 2010

To: UBC Faculty and Staff

From: Supply Management and Financial Services

Re: Policy #83 Procedural Changes for Amex Card Processing

Supply Management and Financial Services are pleased to let you know about some recent changes that have been made to the procedures associated with Policy 83 on Travel. The changes primarily relate to the AMEX travel card program at UBC.

The UBC/AMEX travel card program currently offers two types of Travel and Entertainment cards. The first is referred to as an Individual card and is used for expenses in the name of the cardholder. Prior to the policy amendment, individual cardholders were responsible for making the payment to AMEX and requesting reimbursement to themselves for UBC related expenses.

The second type of card is the Departmental card and is used for departmental expenses (i.e. travel for guest speakers). In this case, AMEX is paid directly by UBC through cheques or Electronic Funds Transfers (EFT) for UBC related expenses.

The recent procedural change streamlines the payment process.

UBC can now directly pay AMEX, via EFT, for authorized UBC travel and entertainment expenses, whether it is an individual or a departmental card. Detailed procedures can be found under 'What's New?' at <http://www.finance.ubc.ca/>.

The resulting benefits to the University and Travellers are:

- Increased opportunity for financial incentives from the card company as the incentives are partially based on speed of payment;
- Reduction of penalty fees to the cardholder due to late payments; and
- Elimination of multiple paper cheques being issued to AMEX for reimbursement of expenses.

Other changes made to the procedures to the policy are:



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- The process for establishing approval for travel in a class higher than economy (section 3.2.1);
- A reference to the detailed procedures for filing travel claims on the Department of Finance website (section 6.1);
- An update of the language on travel advance procedures (section 7.4.1); and
- The correction of several typos.

The option for the Travellers to directly make payments to AMEX and be reimbursed for UBC-related expenses will still be available. The ability of Travellers to use their personal credit cards for travel expenses remains unchanged.

Please note that all travel and entertainment claims are to be processed on a Travel Requisition form. Non-travel expenses are to be processed on a Requisition for Payment form. Please visit <http://www.finance.ubc.ca/fmisw.cfm> for the forms and the related instructions.

The updated travel policy #83 can be found on the website of the University Counsel (<http://www.universitycounsel.ubc.ca/policies/policy83.pdf>).

Please distribute this memo as appropriate.

Should you have any questions or concerns, you are welcome to contact the following departmental representatives:

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