

Credit Card Circular

FINANCIAL MANAGEMENT CIRCULAR: #2002-02

GENERAL SUBJECT: Corporate Credit Card Policy

AUTHORITY: IC 4-12-1-13 (e)
IC 4-12-1-13 (h)
IC 4-13-1-4 (7)
AFSCME Settlement, Article 51
Unity Settlement, Article 20

APPLICATION: This Circular applies to merit and non-merit employees subject to the authority of the Governor, except for employees of the State Police Department.

EFFECTIVE DATE: November 1, 2002

Purpose: It is the purpose of this Circular to provide a means for state employees who travel on behalf of the State of Indiana to have certain travel expenses paid by use of a corporate credit card. It is the policy of the State of Indiana that, upon approval by the Appointing Authority (Agency Head or Respective Designee) each state employee is eligible to be considered for a corporate credit card issued in the employee's name. Cards may be used for travel expenses while the employee is in travel status. Eligible expenses do not include meals, mileage, and gasoline. Travel vouchers will still be used for reimbursement of mileage, gasoline, as well as per diem for meals.

Procedures: Section 1. Appointing Authorities are responsible for issuance of credit cards. Employees being considered for a credit card are responsible for filling out an application. When making a decision on the issuance of a card, the Appointing Authority shall consider factors including the amount of time the employee travels.

Section 2. Each state agency shall designate a central office contact(s) where the corporate card office shall directly bill all invoices. All bills will be paid by the central office contact(s). All billing statements shall reflect total transactions of the agency and each individual employee.

Section 3. Business travel expenses incurred while the employee is in travel status may be charged to the corporate card with the exception of meals, mileage, and gasoline. An employee may be required to provide documentation to support the charges on his/her corporate card. If the corporate card is used for purposes other than business travel, restitution will be sought by the State. Further, inappropriate use is considered misconduct and may be addressed with appropriate disciplinary action, pursuant to the State's progressive discipline policy.

Section 4. The Appointing Authority may at any time revoke corporate card privileges.

Marilyn Schultz
Director
State Budget Agency

David Perlini
Commissioner
Department of Administration

Date

Date

D. Sue Roberson
Director
State Department of Personnel

Date