

# **Guidelines for the allocation and use of credit cards with corporate responsibility at the University of Bergen (UiB) for use in travel activities**

## **1. Legal basis**

These guidelines are based on the rules of document R-105 Use of payment cards in state-owned enterprises when purchasing goods and services.

## **2. Allocation of credit cards**

All permanent and temporary employees can apply for credit cards with corporate responsibility.

Credit cards are granted only after approval by the CFO, or by someone the CFO has delegated such power of attorney.

The assessment of allocation will be based on the received application form.

## **3. Uses for credit cards and the handling of abuse-risk**

Credit cards may only be used for expenses related to job-related travel activities. Cash withdrawals must not occur.

Invoices are to be sent to, and paid by, the cardholder.

The standard monthly credit limit is NOK 75,000.

The card can not be used by anyone other than the cardholder. When in suspicion of the card or card number being available for the use of anyone other than the cardholder, then the cardholder or their head of office must immediately ensure that the credit card company blocks the card for further use.

## **4. Documentation requirements for travel bills**

All charges listed on the monthly invoice from the card issuer must be documented by the cardholder in the form of original invoices. These must be scanned and submitted electronically together with the travel bill.

## **5. Unregulated use of credit cards**

If credit cards are used for purchases contrary to these guidelines, this will cause the credit card to be blocked immediately.

## **6. Salary reduction**

If your credit card bill is not paid, the card will be blocked immediately. If the university has to cover the unpaid invoice, the amount will be deducted from the cardholders salary.