The availability of a Corporate Pay Travel Card brings many advantages to the cardholder and to Dartmouth:

- Card is paid centrally—virtually no out-of-pocket expenses
- Use for anything previously reimbursable (review Business Expense Policy and Procure-to-Pay Guide)
- Transactions feed into iExpense to easily create expense reports
- Corporate Pay Cards virtually eliminates the need for a cash advance
- Use the Corporate Pay Card with your Travel Leaders and Enterprise Car Rental profiles
- Auto Rental Collision Damage Waiver
- Insurance Coverage
- Travel and Emergency Referral Assistance
- Controller’s Office can provide Tax-Exemption forms for lodging and/or meals in some states
- Cash Withdrawal from Corporate Pay Card available for those with demonstrated need for cash while travelling

Policy Updates

The Business Expense Policy will be updated effective March 30th to reflect the following changes:

⇒ Required Receipt threshold will increase from $50 to $75 (exceptions: Entertainment, Lodging, Relocation and House Hunting)
⇒ Per Diem (meal) deduction rates will break down by percentage (Breakfast 15%, Lunch 25%, Dinner 60%)

Phase II Rollout—April 2016

March
Phase I – Finance Centers
• Training and Roll-out to Finance Centers
• Approver Training

April
Phase II – Select Departments
• Department training
• Distribution of Corporate Paid Cards

May/June
Phase III – All of Campus
• Department training
• Distribution of Corporate Paid Cards

Phase II
• Corporate Pay Card Applications will be distributed by April 1. We ask that applications be approved and returned to your Finance Center as soon as possible.
• iExpense Training Session schedules coming soon!