

WAGNER COLLEGE

Finance & Business

TD Bank Credit Card Policy

WAGNER COLLEGE TD CREDIT CARD POLICY

Purpose

- The Wagner College TD Visa Credit Card Program provides authorized employees with a convenient, secure method to pay for approved **College-related travel expenses only.**
- The card is intended solely for travel on official College business - such as conferences, meetings, or events, and to cover reasonable and necessary costs associated with transportation, lodging, meals, and registration fees.
- The TD Visa Card may not be used for purchasing goods, supplies, equipment, or services. All non-travel purchases must be processed through the College's standard purchasing and procurement procedures in Oracle.

Administration

The TD Visa Credit Cards are issued through TD Bank and administered by the Finance & Business Office.

Cards are issued in the name of the authorized employee for official travel on behalf of the College. Only the cardholder whose name appears on the card is permitted to use it.

The Finance & Business Office reserves the right to terminate or rescind a Wagner College TD Visa Credit Card at any time. Fraud, misuse, or failure to comply with this policy may result in disciplinary action, up to and including termination of employment.

Eligibility and Issuance

- Only employees approved by their respective Vice President are eligible to receive a TD Visa Credit Card. [\(New credit card form\).](#)
- Cardholders must review the Oracle TD Expense Guide and acknowledge receipt of this policy prior to receiving a card. This guide provides detailed instructions on how to complete and submit travel expense reports in Oracle. [\(TD Expense Guide\)](#)
- Cards must be safeguarded at all times and used exclusively for College-approved travel expenses.
- Personal or non-business use of the card is strictly prohibited.

Allowable Travel Expenses

The TD Visa Credit Card may be used only for the following types of business-related travel expenses:

- Airfare and baggage fees
- Lodging and hotel fees
- Transportation (rental car, taxi, rideshare, parking, tolls, etc.)
- Meals and per diem expenses - \$80 per day
- Conference, workshop, or registration fees
- Other pre-approved travel costs directly related to official College business

Non-Allowable Travel Expenses

The following expenses are not permitted on the Wagner College TD Visa Credit Card:

- Purchases of goods, materials, or supplies
- Equipment, software, or subscriptions
- Payments for services, consultants, or independent contractors

WAGNER COLLEGE TD CREDIT CARD POLICY

- Parking tickets, traffic violations, or fines
- Computer hardware or software purchases (must be processed through the IT department via an approved purchase order)
- Fixed assets of any kind (must follow the approved PO process)
- Furniture, maintenance, or facilities-related expenses
- Gift cards, donations, entertainment, or personal purchases
- Cash advances or ATM withdrawals
- Any expense unrelated to official College travel
- Food and beverage purchase not associated with approved travel (e.g., local meetings or campus events)
- Car wash (with exception to Admission's fleet and College vans)

All other business purchases must follow the College's Purchasing Policy and be processed through Oracle using an approved requisition or purchase order.

Note: Prior approval from a Vice President is required for any exceptions.

Expense Documentation Requirements

Each transaction in Oracle must include:

- An itemized receipt showing vendor name, address, date, and amount
- A clear description of the travel expense (e.g., airfare, hotel, registration, transportation, meal, etc.)
- Accurate coding to the appropriate cost center and expense number

Supporting documentation is required for all credit card transactions.

Expense Reconciliation and Reporting

All TD travel expenses must be reconciled and submitted through Oracle following the steps below. Cardholders are responsible for ensuring each transaction is properly coded, supported, and submitted by the stated deadlines.

Step 1: Monitor Transactions

- TD Bank transactions feed into Oracle Cloud daily. Cardholders should review transactions regularly and begin assigning expense types, business purposes, and attachments as they appear in their queue.

Step 2: Create an Expense Report

- Two TD Bank statements are issued each month (typically mid-month and month-end).
- Cardholders must complete and submit a separate travel expense report in Oracle Cloud for each statement cycle.

Step 3: Attach Supporting Documentation

- All itemized receipts must be uploaded in Oracle with the corresponding transaction.
- Receipts must be clear, legible, and include all required details (vendor, date, description of travel expense, and amount).

WAGNER COLLEGE TD CREDIT CARD POLICY

- Cardholders must also complete the “Description” field for each line item in Oracle to explain the business purpose of the expense (e.g., “Hotel stay for conference”, “Airfare for student recruitment trip”, “Taxi to donor meeting”).
- The TD Bank statement for the reporting period must also be uploaded with the expense report. This allows the Finance & Business Office to verify that all transactions have been accounted for and that no charges were missed or failed to import into Oracle.
- If a receipt is lost, a signed lost-receipt memo must be completed and approved by both the cardholder and supervisor before submission. [\(Lost receipt memo\)](#)

Step 4: Review and Approval

- Once submitted, the expense report is automatically routed in Oracle to the assigned cost-center approver for review.
- The approver verifies that all documentation is complete and the expenses are business-related.
- Reports that are incomplete or inaccurate will be returned to the cardholder for correction.

Step 5: Submission Deadlines

- Expense reports for each statement period must be submitted in Oracle within 7 days of each closing statement. Statements are issued every two weeks on a Friday, and cardholders will receive an email from TD with a copy of their statement from TD.
- Reports 30 days past due will result in automatic card cancellation and non-renewal.
- Cardholders may be held personally responsible for unsubstantiated or unapproved charges.

Step 6: Reference Materials

Refer to the “Oracle TD Expense Guide” for detailed instructions on completing and submitting expense reports in Oracle.

For questions or additional assistance, or to schedule one-on-one training, contact the Accounts Payable Manager in the Finance & Business Office.

Approval and Authorization

- Cardholders must certify their expense reports in Oracle and confirm that all charges are valid and business-related.
- Supervisors or individuals with budget authority must review and approve each report in Oracle to verify compliance and accuracy.
- Approvers are responsible for ensuring documentation is complete and aligned with College policies.

WAGNER COLLEGE TD CREDIT CARD POLICY

- The approver must be the employee's direct supervisor and cannot also be the cardholder.

Credit Card Security

- Cardholders must safeguard their credit card and account information at all times.
- Cards must be stored securely when not in use.
- Cardholders must not share or write down card numbers where they can be accessed by others.

Cardholder Separation or Termination

- Upon separation or termination from the College, the cardholder must surrender their Wagner College TD Visa Credit Card to Human Resources.
- This requirement is included on the Human Resources exit checklist and must be completed prior to the employee's departure date.
- Human Resources will send the card to the Finance & Business Office, and they will deactivate and destroy the card to prevent further use.
- Credit cards are issued to individual employees and may not be transferred, shared, or used by another person under any circumstances.
- All recurring or automatic payments associated with a departing employee's card must be reassigned to an active cardholder prior to separation.

Enforcement

Failure to comply with this policy, including late submissions, misuse, or failure to provide supporting documentation, may result in:

- Suspension or termination of credit card privileges
- Disciplinary action up to and including termination of employment
- Personal financial liability for unsubstantiated or unauthorized charges

Lost, Stolen, or Compromised Cards

If a Wagner College TD Visa Credit Card is lost, stolen, or suspected of fraudulent activity, the cardholder must immediately contact TD Bank using the phone number listed on the back of the card to report the incident and block further use.

After notifying TD Bank, the cardholder must also contact the Purchasing Department in the Finance & Business Office to ensure the incident is documented and a replacement card is requested.