



University Corporate Card

Card Overview and Training Links

The Corporate Card is the primary payment method for travel expenses and can also be used for other allowable Harvard business expenses at the school or unit’s discretion. See [Financial Systems Access](#) to determine eligibility; though it is ultimately the decision of the school or unit to determine if a card should be issued to an individual. Schools and units may have more restrictive training requirements and policies, contact your finance office for guidance.

[Instructions on requesting a Corporate Card, Cardholder Agreement, and Application](#)

[Managing Your Account and Creating an Alternate User/Delegate in Citibank, Card Services Website](#)

Recommended Training: [ROPPA](#), [Concur Training](#)

[Financial Policies](#) – Including [University-Issued Cards Policy](#), [Travel Policy](#), [Business Expense Policy](#), [ROPPA Policy](#)

[Card FAQs](#)

Cardholders must review and respond promptly to any communications from Citibank or Harvard regarding their card.

Card Activation

1. Visit: cardactivation.citi.com

NOTE: To activate your card you will be required to enter a Verification ID. The Verification ID will be **the last 4-digits of your HUID**).

2. Select your 4-digit PIN

NOTE: You **MUST** select a PIN to complete the card activation process

Report fraud within 60 days, or a lost or stolen card immediately: Contact Citibank Customer Service at 1-800-248-4553 (call collect 1-904-954-7314 when dialing outside of the U.S.).

Allowable, Restricted, and Prohibited Purchases

Schools/Units and funding may have more restrictive policies. Contact your finance office for guidance.

Harvard is exempt from sales and use (meals) tax in Massachusetts as well as many other states. Use Harvard’s [Tax Exemption Status](#) when making purchases.

Allowable Expenses

- Lodging (includes Air BnB or VBRO based on the Travel Policy and local school or unit policies)
- Ground transportation
- Reimbursable meals
- Airfare
- Conference fees
- Other appropriate and allowable business expenses or goods

Allowable With Restrictions

- Equipment related to Work in Progress (WIP) Projects ≥ \$5,000.
- Purchases of goods made with PayPal or other third-party systems- must include the name of the ultimate seller/vendor in the business purpose. Purchases of services are not allowed using PayPal, Venmo or other Cash Applications.
- For special purchases such as alcohol and tobacco, animals, biological materials, chemicals, controlled substances, radioactive materials, and hazardous materials, additional regulatory and licensing requirements may apply. Contact your local procurement office see [Procurement Policy](#) or contact your [environmental and health & safety school contact](#) or [Environmental Health & Safety](#) and [Controlled Substances](#).
- Gift certificates ≤\$100 for nonemployees.

Prohibited Purchases	<ul style="list-style-type: none"> • Personal purchases of any kind • Purchases of capitalized equipment, furnishings, software or vehicles ≥ \$5,000 that are not Works In Progress (WIP). See Financial Management of Property, Plant & Equipment & Software Accounting Policy. • Payments for services to individuals / independent contractors (U.S. or foreign nationals) who are single-employee companies (sole proprietor, unincorporated, incorporated, or an LLC).¹ • Payments for service to foreign entities. • Royalty or copyright payments to individuals or foreign entities. • Gift certificates for employees (considered taxable) • Gift certificates >\$100 for nonemployees • Late Fees
Reimbursement	
Transactions must be submitted and processed in Concur by the statement due date to avoid late fees. Schools and units may have earlier deadlines, contact your Finance Office for guidance. Any delays in payment to Citibank may result in late fees (not reimbursable) or your card being suspended or cancelled.	
Requirements:	<ul style="list-style-type: none"> • Business Purpose – a detailed business purpose covering the who, what, where, when & why must be included. • Receipts – receipts are required for any expenses of \$75 or more (some funds or schools may require receipts for all expenses). Meal receipts should include an itemized receipt showing if alcohol was included and a list of attendees. • Timely Submission – Transactions must be submitted through Concur (fully approved and processed) within 30 days of the transaction posting date to avoid late fees.
Credit Card Statement and Payment Schedule	
Statement Billing Period	Notes
0-30 days	<ul style="list-style-type: none"> • Statement available on the 15th day of the month for charges incurred for prior 30 days and should be processed within 10 business days.
31-60 days	<ul style="list-style-type: none"> • Account is past due and late fee is applied. • Collections calls and other dunning correspondence begins.
61-90 days	<ul style="list-style-type: none"> • Account is past due, and card is suspended. • Late fee is applied. • Collections calls, account suspension message, and other dunning correspondence continues. • Card will automatically reopen upon payment.
91-180 days	<ul style="list-style-type: none"> • Account is past due, and card is closed/cancelled. • Monthly late fee is applied. • Collections calls, cancellation letter, and dunning correspondence continue. • Card can be reopened with Central and Finance Office approval upon payment.
181+ days	<ul style="list-style-type: none"> • Account is charged off and any payment must be made to Harvard University and deposited by the Tub/Unit Finance Office. • Account cannot be reopened.

¹ If your department is conducting international field research and expects unique situations that cannot adhere to these payment guidelines, please reach out to financialpolicy@harvard.edu with a copy to your local finance office so that we can determine how to enable the research while maintaining compliance.