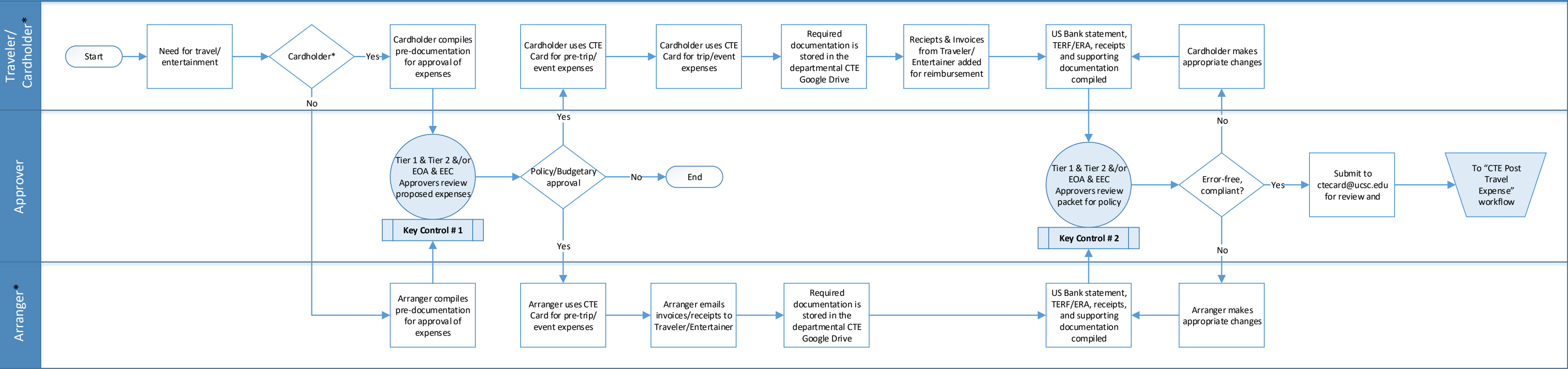


Corporate Travel & Entertainment Card Usage Workflow



\*Note: If a Traveler/Entertainer has a Corporate Travel & Entertainment Card they will follow the Traveler/Cardholder lane. If a department arranger is used for the purchase of expenses with a CTE Card then the Arranger lane will be followed.

**Key Control Notes #1 Tier 1 & Tier 2/ EOA & EEC Pre-Review:** - Manual Preventative Control - Departmental Tier 1/Event Order Approver reviews the pre-travel/ event documentation for appropriate University policy compliance and documents the approval via email or other internal documented approval implemented by the department. Departmental Tier 2/Event Expense Certifier then reviews the documentation for valid Tier 1/EOA authorization and budgetary approval for expenses. Failure to provide sufficient documentation, appropriate authorization, or adherence to policy will require Cardholder to re-submit.

**#2 Tier 1 & Tier 2/ EOA & EEC Post Review:** - Manual Preventative Control - Departmental Tier 1/Event Order Approver reviews the TERF/ Entertainment form(s) for appropriate departmental and University policy compliance. Departmental Tier 2/Event Expense Certifier then reviews the TERF/Entertainment form(s) for valid Tier 1/EOA authorization and budgetary approval for expenses. Failure to provide sufficient documentation, appropriate authorization or adherence to policy will require Traveler to re-submit documentation or reimburse the University for non-compliant expenses. Reconciliations should be turned into ctecard@ucsc.edu within 30 days. Delinquency notifications are sent if 45 days have passed before submission of the

## How to use your Corporate Travel & Entertainment Card



Establish a travel or entertainment need and research the related expenses.



Submit supporting documentation to Tier 1 & Tier 2 &/or EOA & EEC for policy and budgetary per-approval.



Upon approval make the appropriate purchases for the trip or event with the CTE Card. Be sure to stay within the predesignated policy and budget.



Afterwards compile all required documentation (receipts, invoices) electronically in your departmental Google Drive for review and submission.



At the end of your billing cycle compile your statement and TERF/ERA. Submit to Tier 1 & Tier 2 &/or EOA & EEC for review of documentation and approval of expenses.



After the expenses are approved, submit your electronically signed forms, receipts, and documentation to [ctecard@ucsc.edu](mailto:ctecard@ucsc.edu) ensuring that all approvers/hosts are copied in.