

Apply for a corporate credit card

Introduction

The use of University corporate credit cards for general purchases and travel and entertainment expenses improves the efficiency of purchasing transactions. Staff who travel, entertain or make small purchases on a regular basis should have a corporate credit card.

To support the card program, the University utilises Fraedom, an Expense Management System (EMS) for the acquittal of credit card transactions, expense reimbursements and international travel approval.

Procedure – how to apply

1. Complete [Corporate Credit Card UoA Application Form](#) and obtain authorisation
2. Send the completed forms to the [Expense Management Team](#) for processing
3. Upon receipt of the "New CommBank Corporate Card Invitation" email - follow steps to complete the application
4. Utilise the [online training resources](#) and be aware of relevant policies & procedures

Relevant Policies & Procedures

It's important that cardholders are aware of the policies and procedures which govern the use of the corporate credit card and which outlines appropriate and inappropriate use of the card. Misuse of the card includes repeated instances of private or unauthorised expenditure and may be considered fraud under the Fraud and Corruption Control Policy.

- [Credit Card Procedures](#)
- [Purchasing Procedures](#)
- [Travel & Entertainment Policy & Procedures](#)
- [Fraud Control & Corruption Policy](#)

Further information

Further information can be found here <https://www.adelaide.edu.au/finance/procurement/credit-cards/>

Travel related information can be found here <https://www.adelaide.edu.au/finance/procurement/travel/>

Need help?

For further support or questions, contact the Expense Management Team on +61 8 8313 3330 or corporate.cards@adelaide.edu.au