

Travel / Corporate Credit Card Policy

A Travel Policy and Procedure for using Corporate Credit Cards have been designed to enable staff members to provide accountability of travel expenses. Its aim is to establish and communicate equitable standards and effective procedures for reducing travel costs, and ensuring consistent and fair treatment of all staff that travel on behalf of Hope College. Guidelines are general and are not expected to cover every situation. Some College divisions/departments also have internal policies which may include per diems, travel maximums, etc. For exact information please contact your department supervisor. For more general information and guidelines, contact the Business Services Office.