

***HEALTHCARE FINANCIAL MANAGEMENT ASSOCIATION
NEW JERSEY CHAPTER***

Policy: B09

Title: Usage of Chapter American Express Cards and Reward Points

Date Approved by the Board of Directors: November 10, 2009

Last Reviewed: April 11, 2017

Most Recent Revision: November 10, 2009

Effective Date: November 10, 2009

Policy: Usage of Chapter American Express Cards and Reward Points

The NJHFMA Chapter will utilize an American Express account for Chapter business use only. It will also accumulate Reward Points from American Express and other organizations not associated with American Express such as Hilton and Marriott.

Purpose: This policy provides guidelines for the use of the Chapter American Express account and the redemption of any accumulated Reward Points.

Procedure: Four (4) American Express cards are issued on behalf of the Chapter. They are held by the President, President-Elect, Treasurer and the Chapter Administrator. An American Express card will be requested when an Officer begins his/her term as Treasurer and this Officer will retain possession until their term as President is complete.

The incoming President shall be responsible for ensuring that any card requiring discontinuation (i.e. outgoing President) is obtained and destroyed. The outgoing President may retain the American Express card until immediately following attendance at the HFMA National ANI in June following completion of his/her term.

Personal expenses are not allowed to be charged on the cards. The cardholders will conduct all transactions personally and the card numbers may not be given to non-cardholders.

The American Express cards should be utilized whenever feasible so as to facilitate recordkeeping and maximize Reward Points. In addition, the card should be used when a check request is not timely to pay for eligible Chapter expenses or the amount is not known in advance.

The Chapter Administrator will be authorized by the President to conduct specific transactions using the American Express card. This shall include routine Chapter business transactions and expenses related to any venue used for Chapter meetings. Non-routine transactions shall require approval from the President or, in the absence of the President, the President-Elect can provide approval. The Treasurer will review all credit card transactions in conjunction with their job responsibility.

The Chapter Administrator's card will be the only account utilized for the American Express Rewards Program; consequently all transactions that involve the usage of an American Express card should be prioritized to that account. All Reward Points from American Express and other organizations are to be utilized for approved Chapter expenses such as air travel, hotels, member recognition, and Board gifts. The President will have sole discretion to decide on the use of all Reward Points based on feedback from the Chapter Administrator and current year point activity.