

Credit Cards for Travel Expenses



PROCEDURE VALIDATION

Approved by	Approval date
Treasury	April 2018
Human Resources	

UPDATES

Version	Approved by	Approval date
3	Treasury	September 2022
	Human Resources	
	Accounting & Financial Reporting	

Always find the latest version of this document and all the related ones in the **Business Processes** section of the *NH Digital Knowledge Workplace* www.nhorganization.com

1 GENERAL PROCESS AND CONDITIONS

- These Credit Cards are only available for the Steering Committee members.
- These cards will be namely assigned to each team member.

2 REPORT OF TRAVEL EXPENSES FOR TEAM MEMBERS WITH A CREDIT CARD

- The corporate Credit Cards can only be used to pay professional expenses. The expenses paid with these credit cards must be supported with corresponding documentation (ticket or invoice), registered and approved following the [Travel Expenses](#) manual.
 - **Credit card payment slips will not be accepted without the sale invoice or receipt.**
 - For each line on the expense report a ticket/invoice needs to be attached otherwise the expense report will not be approved/paid. **In the case a paper receipt is lost uncheck the flag Paper Receipt Exist** (in SAP TRIP transaction). It is responsibility of the head of the team member the approval of these expenses without ticket/invoice.
- [Travel Policy](#) / [Política de Viajes](#) requirements, concepts, and amount restrictions are mandatory for all NH Hotel Group's team members.
- **If the team member pays in cash any travel expenses, s/he will have to create two expenses reports TRIP in SAP. To speed up the reimbursement of these cash expenses, the second TRIP must be created prefixing the key word CASH in the First Destin. Field.**

The screenshot shows the 'General Trip Data' form in SAP. The 'First Destin.' field is highlighted with a red box and contains the text 'CASH-PARIS'. Other fields include 'Start of Trip' (10.04.2018), 'End of Trip' (14.04.2018), 'Trip Country' (ES), 'Region' (Spain), and 'Reason for Trip' (SALES TRIP).

3 RECEIVED MONTHLY COMMUNICATION

- After the reconciliation of the vendor account, and during the first 10 days of every month, SSC will send to the team member by email the following information.
- This communication will be received from TE_NH@digitalsharingservices.com
- Example of monthly email:

Subject of the mail: **CREDIT CARD EXPENSES YTD + \$corresponding month\$**

Dear **\$TEAM MEMBER NAME\$**

Please find attached the detail of all expenses paid with your card during **\$CORRESPONDING MONTH\$**

Banco Santander

8/11/2021

Movimientos de Tarjetas

Tarjeta:

Titular:

F. Caducidad:

Tipo Tarjeta:

14268127P-

06/2024

MASTER-4B

Departamento:

Empresa:

Grupo de Empresas:

- Sin Asignar -

- Sin Asignar -

- Sin Asignar -

Fecha Operación	Operación	Autorización	Localidad	Establecimiento	Sector	Importe Euros	Importe Original
10/08/2021	FACTURA DE VENTA	273741	glovoapp.com	Glove 29AUG MRPYJAFN	COMIDA RAPIDA	-24,00	-24,00 EUR
31/08/2021	FACTURA DE VENTA	998531	Berlin	Canabalis Restaurant	RESTAURANTES RESTO	-475,00	-475,00 EUR
01/09/2021	FACTURA DE VENTA	049294	BERLIN	iZ *GETAHUN GUADIE	TAXIS	-8,30	-8,30 EUR
01/09/2021	FACTURA DE VENTA	803662	Berlin	25hours Hotel Berlin	HOTELES RESTO	-190,00	-190,00 EUR
02/09/2021	FACTURA DE VENTA	401987	BERLIN	TAXI PAY GMBH	TAXIS	-7,70	-7,70 EUR
02/09/2021	FACTURA DE VENTA	780067	Berlin	NU Restaurant TXL	ALSA RESTAURAC	-12,65	-12,65 EUR
02/09/2021	FACTURA DE VENTA	653845	BARCELONA	ADRIAN IGLESIAS GONZALEZ	TAXIS	-26,05	-26,05 EUR
07/09/2021	FACTURA DE VENTA	351519	BARCELONA	TAXI LICENCIA 492	TAXIS	-7,40	-7,40 EUR
07/09/2021	FACTURA DE VENTA	853379	MADRID	PABLO GOMEZ	TAXIS	-4,25	-4,25 EUR
07/09/2021	FACTURA DE VENTA	375594	CERDEDELLA	MARIA IABEL OWORO	TAXIS	-13,50	-13,50 EUR
07/09/2021	FACTURA DE VENTA	381228	glovoapp.com	Glove 07SEP MITWQBL	COMIDA RAPIDA	-17,00	-17,00 EUR
09/09/2021	FACTURA DE VENTA	444521	MADRID	LINEA 1	VENTAS A BORDO LLAA FFCC	-2,10	-2,10 EUR
09/09/2021	FACTURA DE VENTA	320782	MADRID	TAXI ENRIQUE RODRIGUEZ	TAXIS	-8,60	-8,60 EUR
09/09/2021	FACTURA DE VENTA	668802	BARCELONA	TAXI AITOR LICENCIA 7392	TAXIS	-11,10	-11,10 EUR
09/09/2021	FACTURA DE VENTA	019106	MADRID	TAXI ENRIQUE RODRIGUEZ	TAXIS	-13,90	-13,90 EUR
15/09/2021	FACTURA DE VENTA	021166	Amsterdam	HMS Host International	COMIDA RAPIDA	-29,75	-29,75 EUR
15/09/2021	FACTURA DE VENTA	458564	VILADECANS	TAXI LICENCIA 703	TAXIS	-31,00	-31,00 EUR
21/09/2021	FACTURA DE VENTA	526797	MADRID	MIGUEL ANGEL DEL CAMPO	TAXIS	-7,30	-7,30 EUR

We want to remind you that your open balance in SAP is **\$OPEN BALANCE IN SAP\$**
 *(only if there are pending trips to be posted due incidences)

Acceptor	[REDACTED]
Sociedad	ES01
Nombre	[REDACTED]
Población	BARCELONA

St	Soc	Nombre 1	Cuenta	Referencia	Fecha doc.	Fecha pago	VP	Nº doc.	Importe en ML	ML
[REDACTED]	ES01	[REDACTED]	[REDACTED]		20.09.2021	20.09.2021	D	8000137649	1.282,52	EUR
[REDACTED]	ES01	[REDACTED]	[REDACTED]	RECARGA DE TA	02.11.2021	02.11.2021	D	1300013951	500,00	EUR
*									1.782,52	EUR

We also want to take the opportunity to remind you that there are pending trips to be posted due the following incidences:

*(Attaching the emails already sent to the team member when the incidence was found). See Annex 1 - Possible incidences reported & solutions.

TRIP NUMBER	TRIP DATE	TRIP AMOUNT	INCIDENCE

If you have any doubt, please do not hesitate to contact us.
 Thanks for your collaboration

4 CONTACT POINT FOR INFORMATION

- For any doubt or request of information, please contact with TE_NH@digitalsharedservices.com. They can provide you both, the extracts of the Credit Card and the full list of the travel expenses already registered in SAP (TRIP).

5 RELATED DOCUMENTS

[Travel Policy / Política de Viajes](#)

[Travel Expenses](#)

Annex 1 - Possible incidences reported & solutions

- **Missing receipt:** If the team member argues that he/she lost the ticket, the team member must modify the trip and only for those with-out ticket, uncheck the flag "Paper Receipt Exist"
- **Personal expenses:** If the team member argue some personal expenses, then he must do a bank transfer to NH of the amount used for personal topics and inform so that the trip can be posted with the mismatch.

Company Name	Bank	Account	IBAN	Swift code
NH HOTEL GROUP, S. A	BBVA	0000023241	ES6601823999390000023241	BBVAESMMXXX
NH HOTELES ESPAÑA, S.A.	BBVA	0208521862	ES1601823999310208521862	BBVAESMMXXX
HOTELES ROYAL S.A.	BANCOLOMBIA	17222629420		COLOCOBMXXX
LATINA DE GESTION HOTELERA S.A.	BANCO SANTANDER RIO S.A.	0720000720000002381240		BSCHARBAXXX
OPERADORA NACIONAL HISPANA, S.A. DE C.V.	BBVA BANCOMER, S.A.	012180001833158942		BSCHARBAXXX

- **Not Trip registered:** If the team member hasn't done his trip in SAP, then SSC will include a reminder for the registration of the expenses together with the new bank statement in the next email to the team member.
- **Trip not approved by the manager.**
- **Difference in real ticket Vs information in trip (amount or date)**
- **Exchange rate difference:** SSC- will inform the team member that the expenses must appear with the same exchange rate that the movement included in the bank statement, if not, the team member should correct manually the exchange rate to make the trip match with the card statement.