# **Credit Cards for Travel Expenses**



## **PROCEDURE VALIDATION**

Approved by	Approval date	
Treasury	April 2018	
Human Resources		

#### **UPDATES**

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

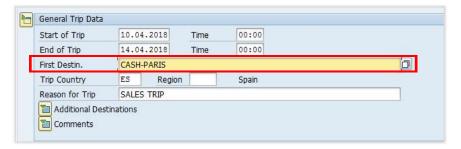
Always find the latest version of this document and all the related ones in the **Business Processes** section of the *NH Digital Knowledge Workplace www.nhorganization.com* 

#### 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 <u>Travel Expenses</u> 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.
- <u>Travel Policy</u> / <u>Política de Viajes</u> 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.



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Business Processes - Operations



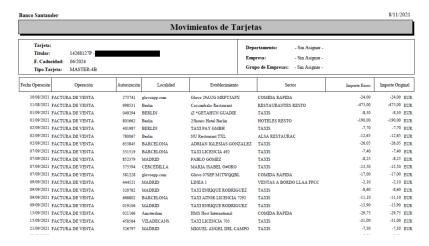
#### 3 RECEIVED MONTHLY COMMUNICATION

- 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 <u>TE\_NH@digitalsharedservices.com</u>
- Example of monthly email:

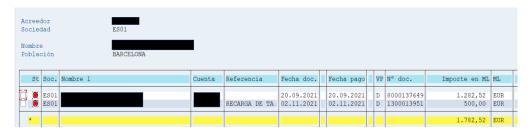
Subject of the mail: CREDIT CARD EXPENSES YTD + \$corresponding month\$

#### Dear \$TEAM MEMBER NAME\$

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



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)



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

<u>Travel Policy</u> / <u>Política de Viajes</u> 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.

