

# **Credit card agreement - Offer for employees**

## **Purpose**

The purpose of offering employees a credit card is to be able to offer a better and easier handling of expenses incurred in connection with business travel. We therefore recommend that employees in need of credit cards in their duties obtain one. The card can also be used for private purposes.

Using the credit card to pay travel expenses at a travel agent, hotels etc. means that in most cases it is unnecessary to obtain a cash advance for travel.

## **Who is covered by the scheme?**

The scheme covers all employees of the University of Bergen who need travel that will be charged to the University. UiB has arranged the government framework agreement on credit cards with personal responsibility with the following companies: American Express company (DnB Kort A/S) and Diners Club Norge A/S.

Employees wishing to obtain a credit card under the framework agreement must choose the credit card company that gives the best offer, based on the requirements of the individual. See the credit card companies' websites for further information regarding conditions.

## **Travel insurance**

If the travel costs are paid using the credit card, the employee is covered by the travel insurance included in the credit card agreement. Further information regarding the insurance agreement can be obtained from the credit card companies. Employees cannot be required to obtain a credit card for use in connection with business travel, but employees who have their annual charge for a credit card covered through an agreement must use this for business travel.