



Good for
Business™

VISA® Corporate Card Program

VISA CORPORATE IS IDEAL FOR COMPANIES WITH

- More than \$10 million in annual sales
- More than 50 employees
- Employees travelling for business and/or entertaining company clients

BUSINESS BENEFITS

Reducing Travel & Entertainment (T&E) spending can directly impact a company's bottom line.

That's because T&E is one of the top...and one of the most visible...controllable indirect expenses. By more effectively collecting and managing T&E data, the VISA Corporate Card Program gives companies the ability to confidently negotiate travel related contracts and manage employee spending to make the most of T&E budgets. Coupled with unsurpassed acceptance by merchants globally, this makes VISA Corporate the ideal T&E payment program for medium- to large-sized corporations.

STREAMLINE THE T&E PAYMENT PROCESS

When employees use personal credit cards for corporate Travel & Entertainment, individual payments have to be made for each expense report filed. The more efficient way is for employees to use a VISA Corporate Card instead, because just one cheque to the issuing bank is all that is required to pay for all employee expenses.

Employees directly benefit too, because automated expense reporting tools can reduce the time spent completing expense reports by as much as 67%.¹

In addition, the VISA Corporate Card Program makes it easier to track and maintain control over employee T&E spending around the world.

MANAGE COMPANY SPEND MORE EFFECTIVELY

The VISA Corporate Card Program has a number of features that are specifically designed to help companies control T&E spending. Detailed reporting facilitates effective analysis of individual and company T&E spending. VISA Enhanced Data Services provide a greater depth of information to leverage suppliers and negotiate better contracts, while pre-set spending limits and authorization controls help to ensure T&E policy and budget compliance.

CONTROL EMPLOYEE SPENDING

The VISA Corporate Card Program gives you the tools to maintain control of employee spending. Variable transaction authorization limits and Merchant Category Code blocking allow management to establish spending guidelines and approve merchant types in advance to ensure greater control of spending.

¹Aberdeen Group. "Expense Management Automation." March 2001.

Detailed transaction and spending data gives you a clearer picture of individual cardholder and overall company spending and vendor costs. This will help to identify maverick spending and cost over-runs to ensure compliance with company spending policy, budgets and limits.

PROGRAM FEATURES

VISA Corporate Card Program features combine to give cardholders more flexibility and confidence, while giving companies a broader perspective of employee T&E spending - information that can be used as leverage to more effectively control costs and negotiate better terms with suppliers.

CARD ACCEPTANCE

VISA cards are internationally recognized, accepted and respected. This means VISA cardholders are welcomed at more than 600,000 global locations and they can access more than 840,000 ATMs world-wide. In fact, VISA cards are accepted in more than twice as many locations around the world than American Express cards.² Knowing they can use a VISA card virtually anywhere in the world frees employees to concentrate on the business tasks at hand.

Global VISA acceptance translates into comprehensive T&E spending data that VISA Corporate Card Program users can access and analyze. This includes supplier data that can be used to great effect when negotiating contracts or checking to ensure that key suppliers are in compliance with terms agreed to.

Unsurpassed acceptance also reduces the need for T&E cash advances, saving you the expense of related fees while helping to increase your access to valuable spending information. Your business travelers, in turn, benefit from having fewer out-of-pocket expenses and more spending data is captured.

PROGRAM SUPPORT SERVICES

From initial consultation to complete program implementation, VISA-Issuing Financial Institutions offer a range of support services including implementation assistance, 24-hour customer service and professional account management.

Card Issuers will ensure administrators are fully trained on the various program and administration tools and reporting functions, and will work closely with administrators to help educate cardholders using different training aids including user guides.

Once a program is up and running, ongoing account management teams can work with a client to make any necessary adjustments to ensure the program fully meets the client's expectations. Visa and its Issuers also offer a collection of Best Practices reports including:

- Guidelines to assist with managing card-related commodity tax compliance.
- Tools to benchmark a company's T&E payment processes against Best Practices, including improvement recommendations.

Cardholders enjoy 24-hour toll-free access to global customer assistance services, including lost/stolen card reporting, cardholder inquiries, translation services, language support and emergency card replacement within 24 hours anywhere in North America and within one business day outside of North America.

² The Nilson Report, 2003.

DETAILED REPORTING

Customized reporting, management and data tracking tools improve control of the corporate T&E budget. Your organization's transaction data is delivered from your specific Issuer via an Internet-based reporting service. This customized, password-protected Corporate Card data empowers managers to monitor, analyze and report on expenditures, negotiate with suppliers and ensure T&E policy compliance.

A number of different reports are available, offering varying degrees of detail. The high-level Senior Management reports, for example, give a broad overview of spending within the Card Program, including top ten merchants..

VISA ENHANCED DATA SERVICES

VISA Corporate Card clients enjoy access to VISA Enhanced Data Services that deliver detailed airline information including City Pair, Class of Service, etc. This is fed directly into most account management reporting systems. VISA Enhanced Data Services offers full itinerary data for travel agency sales that are linked to a Customer Reservation System (CRS) such as Sabre and Galileo. Airline data available via VISA Enhanced Data Services is based on settled data meaning that only information from paid travel will be sent to a client. Using settled data gives clients a more accurate account of travel that has actually occurred and is more precise than, for example reservation data, which only provides clients with the original reservation and cannot account for any subsequent changes to the reservation. Other cards provide reservation data to their clients. Regardless of whether employees use a contracted travel agent or different agents for unexpected travel, using a VISA Corporate Card facilitates data capture and delivery to an organization's reporting tool. Relevant data includes: Ticket Number, Passenger Name, Departure Date, Carrier Name, Tax amount(s), Fare Basis Code, Class of Service and City Pair.

Enhanced Data also helps companies enforce travel and entertainment policies. Information such as Fare Basis Code lets companies monitor if employee air travel remains within corporate travel policy, while Exception Reporting highlights when travellers step outside the policy.

The benefits of VISA Enhanced Data Services are substantial. With more detailed information on the nature and source of expenses, companies enjoy greater leverage when negotiating with suppliers. This can result in more cost-effective negotiations, and can be worth 5 to 10% in price reductions.³ VISA Enhanced Data is only available from enrolled suppliers. If necessary, your VISA-Issuing Financial Institution will work with you to help get your key suppliers enrolled in the program.

AUTOMATED EXPENSE REPORTING

Cardholders welcome the automated expense reporting feature of the VISA Corporate Card Program. Individual cardholder transaction data from around the world is prepopulated into expense reporting tools that help to reduce the time employees spend completing expense reports by as much as 67%.⁴

³ Visa International Enhanced Data Study, Deloitte Consulting, 2002.

⁴ Aberdeen Group. "Expense Management Automation." March 2001.

FLEXIBLE BILLING OPTIONS

The VISA Corporate Card Program gives companies the choice of three billing options:

- Centralized company billing and payment
- Individual cardholder billing with centralized company payment provides cardholders with a list of all related transactions for verification purposes
- Individual cardholder billing with individual payment

Depending on a company's expense reporting practices cardholders may or may not require a monthly statement. By having a choice of three different options a company can chose the solution that works best within their organization.

Card charges can be assigned to specific accounts, posted to a general ledger and consolidated on one or more statements. The accounts payable department pays for all purchases with one cheque instead of issuing individual cheques to employees or multiple vendors.

INSURANCE COVERAGE

VISA Issuers have a number of different insurance options for the VISA Corporate cardholder. The main types of insurances that are offered include Collision Loss/Damage Insurance (CLDI) and Corporate Liability Insurance (CLI). Additional insurance is offered by individual VISA-Issuing Financial Institutions.

When employees rent a car almost anywhere in the world and pay the full cost of the rental with a VISA Corporate Card, collision/loss/damage insurance coverage is provided at no additional cost by the VISA Auto Rental Collision/Loss Damage Insurance program – a saving of approximately \$20/day. Collision/loss damage insurance pays the full cost of repairs up to the actual cash value of the rental car should an employee become involved in an accident or should the car be stolen, regardless of responsibility for the damage. It also reimburses the rental company for any loss of use while the damaged car is being repaired.

While employee misuse is rare, with Corporate Liability Insurance (CLI) a company's liability will be waived for certain unauthorized charges (purchases and cash advances) made by its employee cardholders.

TRANSACTION AUTHORIZATION CONTROLS

The VISA Corporate Card Program empowers program administrators to maintain control of company spending without having to manually approve each transaction.

Daily or monthly transaction authorization limits can be set for each employee cardholder. Card use can be limited to specific merchant categories, and companies may choose to block certain merchant categories altogether.

Companies that issue cards to frequent travellers may choose to block all merchant categories that are not T&E related. Companies that have a per diem rate as part of their corporate travel policy can have a daily limit put on the card in order to ensure that cardholders are abiding by this policy.

Transaction authorization controls are established when the card is requested and the card is delivered with the controls already in place. The program administrator can easily change the restrictions as required to reflect changes in corporate policy or cardholder responsibility.

SYSTEM INTEGRATION

VISA Corporate Card clients can integrate their VISA Corporate Card transaction data into their existing enterprise systems without a costly integration investment. VISA-Issuing Financial Institutions can integrate transaction data into leading Enterprise Resource Planning (ERP) systems, allowing clients to make the best possible use of their transaction data.

VISA MULTINATIONAL PROGRAM

The VISA Multinational Program is an integrated global financial network that helps multinational corporations with their payment and information needs. The VISA Multinational Program makes it possible for multinational firms to integrate and streamline their payment operations. With the VISA Multinational Program corporations realize the benefits of:

- global expense control
- global data consolidation
- in-depth reporting capabilities, and
- world-wide acceptance and local customer service

The VISA Multinational Program is ideal for companies with more than 1,500 employees and significant sales activities outside their home country. If your company could benefit from the VISA Multinational Program please contact a VISA-Issuing Financial Institution.

VISA DESTINATIONS

The VISA Destinations Program allows VISA Corporate cardholders to take advantage of travel resources available in different cities around the world. Companies can use their VISA Corporate Card to take advantage of special travel offers from popular travel companies, retail establishments and entertainment venues in various countries.

NEXT STEPS

THE SUPPORT YOU NEED TO IMPLEMENT A VISA CORPORATE CARD PROGRAM

Visa is the world's leading payment solutions organization and a major payment card provider in Canada. Visa Canada is a privately held Membership association owned by Member Financial Institutions who issue the various VISA cards. While Visa Canada and its Members work collectively to promote card usage and growth, the individual Financial Institutions are competitive in the acquisition and servicing of clients including cardholder accounts and in the development of new products and services.

For more information on implementing a VISA Corporate Card Program in your company, please visit any of the following VISA Corporate Card Financial Institutions:



Bank of America
Stacey Guzeldere
Vice President
Tel: (312) 828-7293
stacey.h.guzeldere@bankofamerica.com

- **Bank of America Corporate Cards** virtually eliminate excess time and costs associated with tracking, reconciling and managing travel and entertainment expenses.
- Flexible authorization controls, billing options and payment options provide custom designed programs.
- Hierarchical reporting structure provides meaningful and actionable reporting.
- Cardholder benefits include portal to portal travel accident insurance, primary auto rental insurance, legal and medical referral assistance, 24-hour roadside assistance and 24-hour global assistance for emergency cash and card replacement.



www.cibc.com

Canadian Imperial Bank of Commerce
Commercial Card Services
Tel: (416) 785-8076
Toll Free: 1-800-652-3888

The CIBC Corporate VISA Card Program is designed to help you manage your organization's travel and entertainment (T&E) expenses while providing cardholders with significant travel rewards.

You and your company will benefit with:

- On-line consolidated management expense reporting that increases control while reducing paperwork.
- Up-to-date monitoring of T&E expenses.
- Exclusive travel benefits that support you while away on business.
- Merchant acceptance of VISA.
- The optional CIBC AeroCorporate[™] VISA Card which offers Aeroplan Miles⁵ to cardholders.
- And much more...

[™] AeroCorporate is a Trademark of Air Canada. CIBC is an Authorized Licensee of the Mark.

⁵ Aeroplan Miles are earned on eligible travel and entertainment purchases less returns, and not on cash advances (including by way of Convenience Cheques), fees, interest or payments. Aeroplan Miles will be awarded after receipt of full payment due, if account is in good standing. Aeroplan Miles are not actual miles, but points towards free flights.



www.desjardins.com/purchasing

Visa Desjardins

Yan Cote

Account Manager, Commercial Card Solutions

Tel: (450) 582-8122

Toll Free: 1-800-947-1652

yan.cote@scd.desjardins.com

The VISA Desjardins *Business Card* offers many advantages:

Desjardins Travel Assistance

Travel assistance advises business travellers in need of referral services in case of emergencies, medical or legal problems and loss or theft of important documents.

Desjardins Business Assistance

The VISA Desjardins *Business Card* offers immediate access to a variety of information and services designed specifically for corporate cardholders.

VISA Desjardins à la carte Ticket Service

The VISA Desjardins à la carte Ticket Service gives priority access to a ticket reservation system for all events presented in Canada and offered by the Admission or Billetech networks or their affiliates.

Cash Advances

The VISA Desjardins *Business Card* gives access to cash advances, available at Caisses Desjardins counters, VISA financial institutions, as well as at Desjardins, Interac and Plus Network automated teller machines.

Detailed Billing

For each billing period, an account statement will be produced, detailing all purchase transactions and cash advances charged by the cardholder since the previous account statement.

Corporate Insurance Plan

The VISA Desjardins *Business Card* cardholder automatically benefits from a corporate insurance plan that allows appropriate protection and security during business travel.

CORPORATE*bonus* PLAN

Optional, the CORPORATE*bonus* plan offers cardholders the advantage of collecting points on all card purchases.



www.royalbank.com

Royal Bank of Canada

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Royal Bank of Canada has established a joint marketing agreement with U.S. Bank Canada to provide commercial cards to our customers.



www.scotiabank.com

Scotiabank

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Manage both travel and procurement transactions with singular ease using the Scotiabank Commercial Card.

A Commercial Card Program is recommended for businesses with:

- Sales over \$20 million per year and spending of at least \$3-\$5 million per year charged to company credit cards
- Decentralized buying authority
- A large number of suppliers
- Geographically dispersed operations
- Significant travel and entertainment expenditures

With the Commercial Card Program in place businesses can:

- Monitor cardholder spending by automatically comparing purchasing activity to established business rules
- Implement spending controls down to the cardholder level and track company-wide spending
- Monitor travel policies by generating customized reports

The Commercial Card Program is flexible, scalable and can be fully customized and integrated with existing and future business processes.

Also, as a Commercial Card client company, a Scotiabank Program Manager will be assigned to manage your account from initial consultation through program implementation, ensuring it continues to meet your company's evolving needs. Our consultative approach and extensive experience with industry 'best practices' ensures your program will meet its fullest potential and your exacting specifications.



www.usbankcanada.com

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