

Huntington Credit Card

New User Guide

To activate and begin using your new corporate credit card, please do the following:

- o Activate Card Set PIN Sign Back of Card Call the tollfree number on the sticker to activate your new card. Make sure you choose a PIN you can remember. You will be asked for your pin on some transactions! The merchant determines whether a PIN is needed for a transaction. Financial Services cannot look up or reset your PIN for you. So please remember your PIN. Sign the back of the card with a ball point pen.
 - o Your credit limit will be displayed at the top of the mail. If you need your credit limit increased either temporarily or permanently, please contact Accounts Payable
 - o Calvin does not allow cash advances on our credit cards. This means you cannot use the card to withdraw money at an ATM. If you need cash or foreign currency, please contact Financial Services and we can discuss options.
- o Update Recurring Transactions for Your New Card Information
 - x Update frequently used websites Update any saved billing information online for the new card
 - x Update other vendors Contact offline vendors and provide the new card information as necessary
- o Submit expense reports for all credit card transactions in a timely manner. Expense reports for Huntington credit card transactions are now submitted via Workday using the Create Expense Report task. Receipts are required for all transactions.
 - x For detailed instructions about how to submit your expense report and receipts, including information about how to save receipts via the Workday Mobile app, please see the [Workday@Calvin job aid library](#)

Other Important Information

- o Calvin University is a tax exempt organization. T

- o International Travel Alert For those people traveling to less developed countries and remote areas (such as parts of Africa and Asia) it is strongly advised to carry a VISA branded credit card as a backup card in case the Hunting Mastercard is not accepted. Some remote areas may not take Mastercard branded cards. Contact Accounts Payable if you are traveling to underdeveloped areas and we can assist with getting a backup card.

How do I report my Huntington expenses and submit my receipts?

- o Create an Expense Report in Workday. For full instructions, including how to save receipts and submit expenses via the Workday Mobile app, see the [Workday@Calvin job aid library](#)

What if I have questions about my Huntington card or need to increase my credit limit?

- o Simply email or call Accounts Payable, and we will help resolve your issue.