



Travel & Entertainment Card

Credit Card Solutions Program

T&E Card Benefits

- No Credit Checks
- Ability to use various FIU funding sources for reimbursement, including funds available through the FIU Foundation
- Reduces need for Cash Advances for Travel
- All reimbursements will be direct deposited to the Cardholder's bank account on file
- Improved processing of travel and/or entertainment reimbursement through an online process
- Less manual data entry; transactions are loaded into My Wallet feature in PeopleSoft Travel & Expense Module



Who is Eligible?

The T&E Card is issued to University staff who travel for University business. The Cardholder must understand the T&E Card policies and procedures, and must provide documentation for all transactions.

Eligible	Non-Eligible
Full-time A&P employee	Part-time staff
Full-time USPS employee	Students
Full-time Faculty employee	Research Assistants
	Non-University Employees

Application & Training Process

- ✓ Applicant must submit a completed Cardholder Application form.
- ✓ The Credit Card Solutions Team will notify the applicant of upcoming training sessions. The dates and times of the training session are available through the Office of the Controller's website.
- ✓ Applicant must attend the required training session.
- ✓ Applicant must complete and sign the Cardholder Agreement.
- ✓ The Credit Card will be ordered after the application, agreement, and training session are completed by the applicant.
- ✓ The Credit Card will arrive to the Cardholder's campus address within 7-10 business days.

Card Limits and Controls

T&E Card Standard Limits:

- \$5,000 monthly credit limit
- \$2,000 single transaction limit
 - ✓ Billing cycle runs from the 1ST of the month to the last day of the month.
 - ✓ “Per Transaction” does not mean “Daily Limit”.

These are initial limits, and are subject to reduction or increase, based on usage as determined by the Credit Solutions Team.

Do You Need a Credit Increase?

All temporary and permanent increases must include a justification and approval from the Cardholder's Business Unit Approver. In the case of Travel, the Travel Authorization must be approved prior to any increase.

- For Temporary Increases, utilize the "Temporary Account Maintenance Request" form:
- For Permanent Increases, utilize the "T&E Card Application":

FIU FLORIDA INTERNATIONAL UNIVERSITY **Temporary Account Maintenance Request**

Card Type: Departmental Travel & Entertainment Print Form

CARDHOLDER INFORMATION

First Name: _____ Initial: _____ Last Name: _____
 Panther ID: _____ E-mail: _____ Work Phone: _____
 Cardholder Signature: _____ Date: _____

REQUEST FOR TEMPORARY CHANGE OF CREDIT LIMITS
 NOTE: PERMANENT LIMIT CHANGES REQUIRE A NEW APPLICATION FORM

Increase/Decrease monthly limit from \$ _____ to \$ _____
 Increase/Decrease single transaction limit from \$ _____ to \$ _____

Justification: _____

If purchase is travel related, please list the TA Number(s): TA00000 _____ TA00000 _____ TA00000 _____

APPROVAL BY VP, DEAN OR DIRECTOR REQUIRED FOR ALL LIMIT CHANGES

Authorized By (Printed Name): _____ Title: _____
 Signature: _____ Date: _____

REQUEST TO UNBLOCK A MERCHANT CATEGORY CODE
 MCC blocks are designed to prevent unauthorized purchases. You can request an MCC code to be unlocked only if you have had an authorized business purchase declined due to a blocked MCC.

I request the following Merchant be unblocked:

Vendor Name: _____ Amount of purchase \$ _____
 Business Purpose: _____

If purchase is travel related, please list the TA Number(s): TA00000 _____ TA00000 _____ TA00000 _____

FOR USE BY CREDIT CARD SOLUTIONS TEAM ONLY

Request Completed By: _____ Date: _____ Orig: \$ _____
 Account Reset to Original Temp: \$ _____
 Profile Confirmed By: _____ Date: _____ Auto Reset Date: _____

FAX COMPLETED FORM TO : Credit Card Solutions Team (305) 348-1623 C.D.: 07/2010 R.D.: _____ FRM

FIU FLORIDA INTERNATIONAL UNIVERSITY **Credit Card Solutions Departmental Card Application**

Card Profile: Commodity Only Travel Only Both (Commodity & Travel) Print Form
 Action Requested: New Card Update Cardholder Info Permanent Credit Limit Change Dept. ID Change Other

CARDHOLDER INFORMATION

First Name: _____ Initial: _____ Last Name: _____
 Job Title: _____ Campus Location: _____ Office/Room #: _____
 Panther ID: _____ Work Phone: _____ Department Name: _____
 Email: _____ Department ID #: _____ Fund #: _____ Program #: _____ Class #: _____
 APPLICANT SIGNATURE: _____ Date: _____

JUSTIFICATION

New cardholders: Submit detailed reasons for requesting a Commodity and/or Travel Departmental Use Card.
 Existing Cardholders: Include detailed justification for any changes to your account.

REQUEST INITIAL CREDIT LIMITS / REQUEST PERMANENT CHANGE OF CREDIT LIMITS

Commodity Use Only - \$1,000 Monthly/\$1,000 Per Transaction Other Justification Required
 Travel Use Only - \$10,000 Monthly/\$5,000 Per Transaction Monthly Limit \$ _____
 Both (Commodity & Travel) Use - \$10,000 Monthly/\$5,000 Per Transaction Single Transaction Limit \$ _____

APPROVER / RECONCILER INFORMATION

Approver Name: _____ Panther ID: _____ Signature: _____ Yes/NO Yes NO
 Back-Up Approver Name: _____ Panther ID: _____ Signature: _____ Yes/NO Yes NO
 (Optional) Reconciler Name: _____ Panther ID: _____ Signature: _____ Yes/NO Yes NO

APPROVAL BY VP, DEAN OR DIRECTOR

Authorized By (Printed Name): _____ Title: _____
 Signature: _____ Date: _____

FOR USE BY CREDIT CARD SOLUTIONS ADMINISTRATOR ONLY

Approved: _____ Date: _____ Training Date: _____ Date Card Ordered: _____
 Bank Info: _____ Date entered in PS: _____ Date entered in ISServ: _____
 Date Closed (Bank): _____ Date Closed (PS): _____ Date removed from ISServ: _____
 Account Notes: _____

FAX COMPLETED FORM TO : Credit Card Solutions Team (305) 348-3600 C.D.: 04/2009 R.D.: 06/10

Forms can be found at: <http://finance.fiu.edu/controller>

Uses of the T&E Card

Travel Related Expenses

- Airfare (Domestic & Foreign)
- Rental Car (Domestic & Foreign)
- Hotel Room (Domestic & Foreign)
- Registration Fees (Domestic & Foreign)
- Baggage Fees
- Business Phone & Internet Connection Charges
- Meals for Cardholder while traveling
- Gasoline for Rental Car or University Vehicle
- Parking Fees or Tolls
- Taxi, Bus or Train fares
- Books, supplies, and other materials needed while traveling
- Mailing or shipment of materials while traveling

Entertainment Expenses

- Food and/or beverages (non-alcoholic)
- Business or entertainment meals
- Employee recruitment meals
- Event admission
- Flowers
- Mementos
- Athletic Team Recruitment meals



Allowable Transactions Utilizing FIU Foundation Funds

- FIU Foundation, Inc. Travel Reimbursement Procedure approved by the FIU Foundation, Inc. Board of Directors on 11/28/2007:
 - http://policies.fiu.edu/record_profile.php?id=554&s=foundation
- FIU Foundation, Inc. Employee Business Meal Reimbursement Procedure approved by the FIU Foundation, Inc. Board of Directors on 11/28/2007 :
 - http://policies.fiu.edu/record_profile.php?id=551&s=foundation

Transactions Not Authorized on the T&E Card

- Expenses not related to official University travel or entertainment
- Any items prohibited by State or Federal Laws
- Cash Advances at ATMs
- Local purchases of equipment, office supplies or other commodities used at the University other than incidental expenses
- Employee relocation expense
- Maintenance or lease agreements
- Purchases from FIU Departments (i.e. Parking Permits, course fees)
- University Group Travel
- Personal expenses



Declined Transactions

The most common reasons that a transaction is declined include:

- Exceeding the single or monthly transaction limits.
- Data connection error between the merchant and the Bank.
- The merchant falls under the Blocked Merchant Category (i.e., liquor stores, ATM machines, etc.)

The image shows a 'Temporary Account Maintenance Request' form from Florida International University (FIU). The form is titled 'Temporary Account Maintenance Request' and includes the FIU logo. It has a 'Card Type' section with radio buttons for 'Departmental', 'Travel & Entertainment', and 'Personal'. The 'CARDHOLDER INFORMATION' section includes fields for First Name, Initial, Last Name, Function ID, Email, Work Phone, and Cardholder Signature. The 'REQUEST FOR TEMPORARY CHANGE OF CREDIT LIMITS' section includes a note about increasing or decreasing monthly or single transaction limits, with fields for 'to \$' and 'from \$'. The 'APPROVAL BY VP, DEAN OR DIRECTOR REQUIRED FOR ALL LIMIT CHANGES' section includes fields for Authorized By (printed Name), Title, Signature, and Date. The 'REQUEST TO UNBLOCK A MERCHANT CATEGORY CODE' section includes a note about MCC blocks and a request for unblocking, with fields for Vendor Name, Amount of purchase, and Business Purpose. The 'FOR USE BY CREDIT CARD SOLUTIONS TEAM ONLY' section includes fields for Request Completed By, Date, Orig. \$, Temp. \$, Account Revert to Original, Date, and Auto Revert Date. At the bottom, it says 'FAX COMPLETED FORM TO: Credit Card Solutions Team (305) 348-1423' and 'CS 07/01/10 KLS'.

Need a temporary lift of the merchant block or a temporary increase? Utilize the Temporary Account Maintenance Request form.



Forms can be found at: <http://finance.fiu.edu/controller>

Billing of T&E Transactions & Delinquent Accounts

- Cardholder is personally liable for the payment of all T&E Card charges & is responsible for issuing payment to JP Morgan before the due date.
 - Monthly statements will be mailed to the Cardholder's Campus address.
 - T&E is NOT revolving & does not permit partial payments.
 - State of Florida Sales & Use Tax may be charged on the T&E Card.
 - There is a fee of 2.5% of the full amount past due (30- & 60+) at cycle and each cycle thereafter. This fee is charged on cycle date. Late Payment Charges will NOT be reimbursed by FIU.
-
- Account becomes delinquent 60 days after the JP Morgan statement date.
 - Day 61: Account will become suspended.
 - Day 75: Account will be cancelled.

Online Access for Payments

<http://www.paymentnet.jpmorgan.com>

- Make payments immediately
- Receive payment e-mail alerts
- View online statement



Receipt / Invoice Requirements

The components of a "GOOD" receipt

The components of a proper receipt are listed below. If the receipt you receive does not include all of the below, BE SURE to note the missing information on the receipt:

1— The merchant name and location
2— The date of purchase
3— Detail of Purchase
4— Pricing detail that reflects the total
5— Cardholder signature and Panther ID

Also note, Florida Sales Tax has been removed.

Circle and use an Arrow to indicate TOTAL

Best Price Depot
(305) 222-2222
3579 Anywhere Avenue
Happyville, FL 33199

July 31, 2009 3:15 pm

1234	Batteries	10.95
	1 @ 10.95	
5678	Rope	16.95
	1 @ 16.95	
1526	Shovel	19.98
	2 @ 9.99	
3748	Bulbs 10W	42.00
	10 @ 4.20	
	SUBTOTAL	89.88
	Tax Fl 7.00	0.00
	TOTAL	89.88
	Credit Card	89.88
	Auth Code 381092	89.88
	Charge Due	0.00

Thank you for shopping with
Best Price Depot ☺

Joe D. Cardholder
0000001

Receipts may be a:

- cash register receipt
- fax confirmation
- E-mail
- completed Web order form
- completed mail order form
- company invoice

Cardholder must always:

- ✓ sign & date all receipts
- ✓ submit all original receipts to their Approver within three (3) days of receipt of items.

Missing Receipts



FIU FLORIDA INTERNATIONAL UNIVERSITY Replacement Receipt Form

This form is to be used ONLY if the actual receipt, invoice, packing list or internet order form is not available. It will be allowed only in extenuating circumstances. It must be filled out COMPLETELY and signed by the Cardholder's Supervisor. This form will not be accepted for missing Hotel Folios.

Cardholder and Transaction Information

Cardholder Name: _____ Panther ID #: _____
Vendor Name: _____ Purchase Date: _____
Vendor Location: _____ Vendor Phone: _____
Explanation of why receipt is unavailable: _____

Description of Purchase (List Items & Quantities)

Description	Quantity	Cost
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
Total:		_____

Purpose: _____
(Attach additional pages if needed)

CARDHOLDER: By signing below, I certify that the above purchase was made for official University business only.
Signature: _____ Date: _____

SUPERVISOR: By signing this form, I agree that the above purchase was for business purposes. The Cardholder was reminded that vendor receipts are required for all University Card purchases.
Name: _____
Signature: _____



- If a Cardholder loses a receipt or invoice, they should attempt to obtain a copy of the receipt from the vendor.
- If the receipt or invoice cannot be obtained, the Cardholder must complete and submit the Replacement Receipt form.
- The Replacement Receipt form will NOT be accepted for a missing Hotel Folio.
- Continued use of the Replacement Receipt form will not be acceptable.
- Submission of more than three (3) Replacement Receipt forms will be considered misuse under the Card Program.

Forms can be found at: <http://finance.fiu.edu/controller>

Process for Reimbursement for Approved and Authorized T&E Card Transactions

Financials System

Panther ID:  Forgot Password?

Password:

 Look up your Panther ID by clicking here!

 Staff Access Request!

The use of Florida International University's information technology resources is contingent upon proper authorization. By logging in to this system, you agree to abide by all applicable federal, state and local laws; State of Florida Board of Governors' rules, and University rules, regulations and policies. You also understand that the misuse or misappropriation of the University's information technology resources or violation of any applicable law, rule, regulation or University policy may result in the revocation of your access privileges.

FIU Home | MyFIU



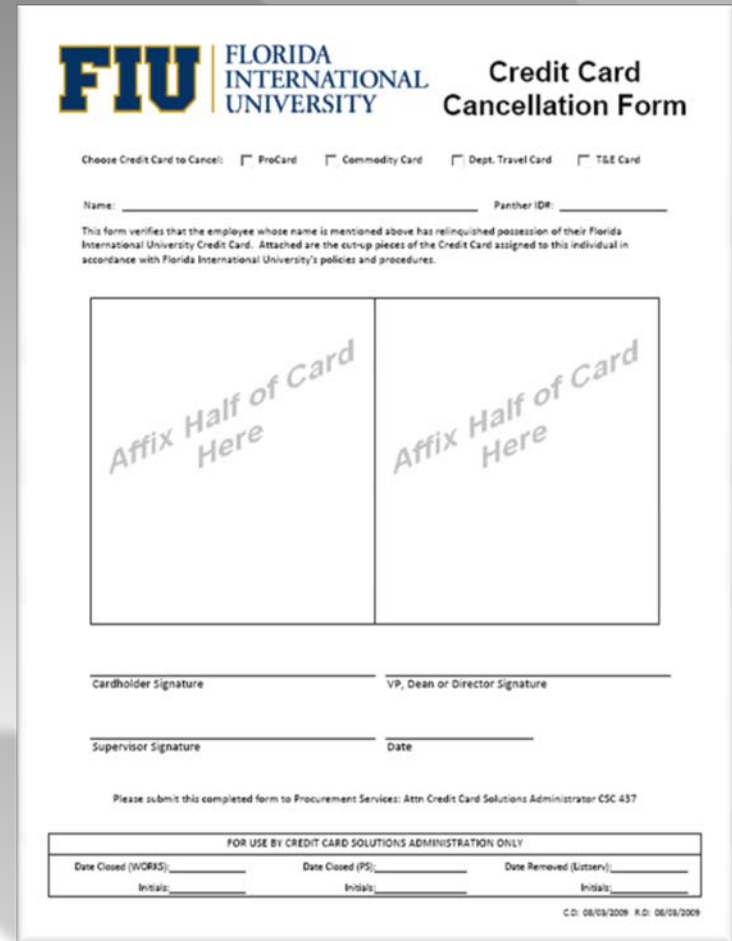
- Complete the Expense report & print a copy with the bar coding which is to be used as a cover sheet for scanning all of the receipts & documents.
- All documents should be submitted via a fax machine to the University Fax Server @ (305) 348-1355.
- These documents will be available for online review
- No paper documents will need to be submitted.
- All receipts should indicate the type of card used to pay for the transaction.

Reasons for Cancellation of T&E Card

- The Cardholder is no longer employed by the University.
- Improper spending with the T&E Card
- JP Morgan statement has not been paid within 75 days of the due date
- Cardholder or the Cardholder's Business Unit Approvers requests cancellation
- Account inactivity.

Return of the T&E Card Due to Termination

- When a Cardholder terminates their employment with the University, they will need to:
 - Stop using the T&E Card (immediately or at a minimum of two weeks prior to their last working date)
 - Notify the Credit Card Solutions Administrator
 - Turn in all receipts of outstanding purchases to their supervisor for processing of any Expense Reports
 - Complete the Credit Card Cancellation Form
- The Cardholder is still responsible for payment of all outstanding charges to JP Morgan.



FIU | FLORIDA INTERNATIONAL UNIVERSITY **Credit Card Cancellation Form**

Choose Credit Card to Cancel: ProCard Commodity Card Dept. Travel Card T&E Card

Name: _____ Panther ID#: _____

This form verifies that the employee whose name is mentioned above has relinquished possession of their Florida International University Credit Card. Attached are the cut-up pieces of the Credit Card assigned to this individual in accordance with Florida International University's policies and procedures.

<i>Affix Half of Card Here</i>	<i>Affix Half of Card Here</i>
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Cardholder Signature _____ VP, Dean or Director Signature _____

Supervisor Signature _____ Date _____

Please submit this completed form to Procurement Services: Attn: Credit Card Solutions Administrator CSC 437

FOR USE BY CREDIT CARD SOLUTIONS ADMINISTRATION ONLY		
Date Closed (WORKS): _____	Date Closed (PS): _____	Date Removed (Listerv): _____
Initials: _____	Initials: _____	Initials: _____

C.D. 08/08/2009 R.D. 06/08/2009

Disputed Charges

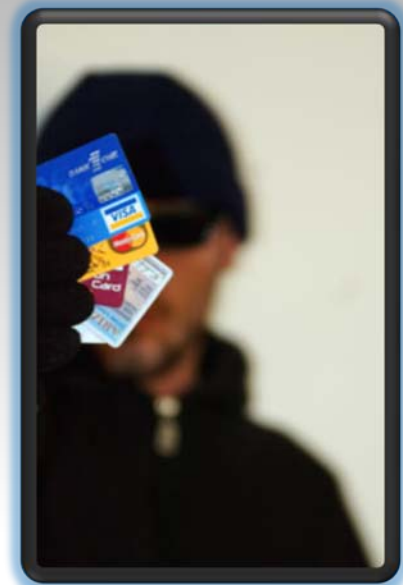
- ✓ The Cardholder should attempt to resolve any disputes or billing errors directly with the vendor first. Usually, the vendor will issue a credit to the card for the incorrect charge.
- ✓ If an agreement cannot be reached with the vendor, the Cardholder should complete the formal Dispute Process in the PaymentNet System. (Please refer to page 20 of the T&E Card Manual for detailed instructions on this process.)
- ✓ Formal disputes must be done within 5 days of the billing close date in order to be accepted by JP Morgan Chase.



Forms can be found at: <http://finance.fiu.edu/controller>

Card Security

- Under no circumstances will the T&E Card or card number be given or loaned out to another person.
- Each Cardholder is responsible for the security of the card assigned to them.
- Any Cardholder sharing their card information or allowing another individual to use their card may have their card cancelled.
- Report lost or stolen credit cards, or fraudulent transactions to the Bank:
(800) 270-7760.



Credit Card Solutions Contacts

Name	Title	Phone	Email
Ramon Duenas	Associate Controller	(305) 348-3422	Ramon.Duenas@fiu.edu
Sandra Duran	Assistant Controller	(305) 348-2269	Sandra.Duran1@fiu.edu
Tracye Eades-Mickle	Credit Card Solutions Administrator	(305) 348-2920	eadesmic@fiu.edu
Martha Betancourt	Credit Card Solutions Associate	(305) 348-2419	mtbetan@fiu.edu
Getchens Plancher	Credit Card Solutions Assistant	(305) 348-1603	Getchens.Plancher@fiu.edu
Carlos Valle	Credit Card Solutions Accountant	(305) 348-3150	cvalle@fiu.edu

Website: <http://finance.fiu.edu/controller>

PantherSoft Financials: (305) 348-7200

Travel Department: (305) 348-4041

Questions ?

