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.

<table>
<thead>
<tr>
<th>Eligible</th>
<th>Non-Eligible</th>
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<tbody>
<tr>
<td>Full-time A&amp;P employee</td>
<td>Part-time staff</td>
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<tr>
<td>Full-time USPS employee</td>
<td>Students</td>
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<tr>
<td>Full-time Faculty employee</td>
<td>Research Assistants</td>
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<td>Non-University Employees</td>
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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”:

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](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](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.)

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

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

- 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

- 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.
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

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<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Phone</th>
<th>Email</th>
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<tbody>
<tr>
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<tr>
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<td>(305) 348-2419</td>
<td><a href="mailto:mtbetan@fiu.edu">mtbetan@fiu.edu</a></td>
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<tr>
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</tr>
<tr>
<td>Carlos Valle</td>
<td>Credit Card Solutions Accountant</td>
<td>(305) 348-3150</td>
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Website: [http://finance.fiu.edu/controller](http://finance.fiu.edu/controller)
PantherSoft Financials: (305) 348-7200
Travel Department: (305) 348-4041
Questions ?