INSTRUCTIONS FOR USE OF THE FIU PROCARD FOR TRAVEL TRANSACTIONS

One of the uses for the ProCard is for payment of the Cardholder’s travel transactions. A change to these procedures is now being instituted which will allow the Cardholder to additionally make travel arrangements for students traveling on University business, University employees (faculty and/or staff) in their department or College who do not have a ProCard and individuals who are not University employees (includes candidates being considered for employment at the University, speakers, guest lecturers, art exhibition installers and curators).

Rather than using individual ProCards for this purpose, the College or Department may decide to assign one staff member to be the travel representative and may request a “Travel Only” ProCard, which only allows for travel related transactions. The person selected for this role will not have a regular ProCard and cannot be a ProCard Approver. This individual will make all the travel arrangements. The ProCard or the ProCard number will not be given or shared with other staff to make arrangements. The control and security of the ProCard is the responsibility of the “Travel Only” Cardholder.

Travel Authorization Request (TAR #) forms will still be required to be submitted to the Travel Department for each traveler. The TAR # must be obtained prior to making any travel arrangements.

The following information is being provided as instructions for the use of individual ProCards and the “Travel Only” ProCard for all travel arrangements. The Cardholder will be required to abide by these instructions, the rules of the ProCard Program, ProCard Approvers Guide and the University’s Travel and Expense Manual.

Individual ProCards and the “Travel Only” ProCard can be used to make reservations and to pay for the following travel expenses only:

- Airline Ticket (Coach/economy class only. See exceptions to this on the Travel Web site)
- Hotel Accommodations (hotel room rate and applicable taxes only)
- Travel Agency, On-Line Travel Companies or Airline Fees
- Conference Registration Fees (using Individual ProCards only, not "Travel Only" ProCards)
- Car Rental

Cash advances, food or beverages are not allowed expenditures on the ProCard.
TRAVEL REQUIREMENTS

Prior to making any travel arrangements for University staff, faculty or students traveling for the University or non University employees, a Travel Authorization Request (TAR#) must be approved and submitted to the Travel Department.

In order to prepare the TAR for non-employees, the individual requesting the TAR must obtain a Panther ID # for this individual. The Panther ID# can be obtained by completing the “non-employee input form” located on the Controller’s webpage, at http://finance.fiu.edu/controller/forms.html. After completion, submit this request to the Controller’s Office, CSC 3rd floor or fax to 305-348-1909. Once the Panther ID # is assigned, then a TAR can be requested.

For additional instruction of TAR preparation, refer to Travel Procedures located on the Controller’s Office webpage at http://finance.fiu.edu/controller/travel.html.

Airline Reservations

All airline tickets should be based on Coach/Economy Class only. However, classes other than coach may be allowed under exceptional circumstances due to medical necessity. Requests for an upgrade must be submitted to the University Chief Financial Officer for prior approval. If business class is available for travel due to medical necessity, first class travel is not reimbursable. Within the acceptable class of travel, the most efficient and economical means should be considered and approved by the appropriate individual.

Reservations can be made through the FIU authorized Travel Agency, through the airline websites, other travel agencies, or other on-line travel providers.

For tickets issued through the FIU Travel Agent, the traveler, Cardholder or department personnel, must promptly return any unused airline ticket (due to cancellation of the trip) to the University’s contracted travel agency. Failure to return the cancelled airline ticket will result in a charge to the department.

If an airline ticket is not used and it is non-refundable the department that authorized the travel is required to process the expense of the ticket.

Hotel Accommodations

When making a reservation for a hotel room, indicate that the ProCard is to be used only for the cost of the room. If the hotel is within the State of Florida, the rate should exclude all State of Florida Sales and Use Tax. Be sure to provide the hotel with a copy of the University’s tax exempt form. Any other special taxes or fees or another State’s sales tax that apply to the room may be paid on the ProCard.
Any additional charges to the room for room service, mini bar, meals, movie rentals, phone calls, electronic connection and any other personal services **must** be paid by the individual traveler. The Cardholder should work with the hotel management to ensure that only the room rate and applicable room taxes (if the hotel is located outside the State of Florida) are charged to the ProCard. **Should any charges that are not allowed under these procedures be charged to the individual ProCard or to the “Travel Only” ProCard, the Cardholder will be personally responsible to reimburse the University the total amount of these charges.**

Room rates must be based on the U.S. General Services Administration (GSA) domestic maximum lodging as the reference rate for all domestic hotel accommodations. Foreign Hotel rates must be based on the U.S. Department of State Foreign Per Diem Rates. For room rates that exceed the referenced rates, the Cardholder must state why a higher rate was paid. Example - the hotel was the official hotel for the conference.

**Car Rentals**

Once a TAR has been approved, arrangements can be made for a car rental if necessary. If the car is for one or two occupants, then a compact car must be requested and the rate must include collision damage insurance. If there are more than 2 travelers or the travelers have extra baggage or equipment, then arrangements can be made for a larger car, but the cost should not exceed the rates offered under the existing contracts and the rate must include collision damage insurance.

As a University employee we can utilize the State of Florida contract with AVIS Corporation for the rental of cars to individuals traveling at state expense. This contract applies to rentals originating at the airport. If a traveler rents a car from a company other than AVIS, the university will only reimburse the amount stipulated on the contract with AVIS. To avoid incurring non-reimbursable expenses, it is strongly encouraged that all travelers arrange to rent cars through the University's contracted travel agency.

Car Rentals may also be requested under an E & I Cooperative agreement with Enterprise Rent-A-Car and Hertz, see the web site at [https://www.eandi.org](https://www.eandi.org), under contract finders for instructions on making car reservations. For Enterprise call 1-800-736-8222 and use the E & I Cooperative Discount number NA24E58 to obtain the special pricing. For Hertz, call 1-800-654-2200 and use the E & I Cooperative Discount number CDP 1714378. When making reservations through this method, please remember that the rental should be for a compact car, the rate should include collision insurance only and that the rates should exclude State of Florida sales tax (sales tax in other states will apply).

**DOCUMENTATION FOR THE PROCARD FILE**
For all travel related transactions, the ProCard Approver for the individual ProCard or the “Travel Only” Card will be required to maintain a file which should include:

- A copy of the approved TAR;
- The original airline ticket (or eTicket) signed by the Cardholder and the traveler (if not the Cardholder);
- The flight itinerary;
- The original Hotel Folio reflecting paid status, signed by the Cardholder or the traveler (the Cardholder will be required to sign the hotel folio for all travelers when the transaction is placed on the individual ProCard of the “Travel Only” ProCard);
- The original receipt for any car rental;
- A copy of the travel voucher submitted to the Travel Department;
- A copy of any additional documentation required by the University, stating the purpose of the travel.

These documents will be filed with the Cardholder’s receipt files which are located with the Approver.

The following information must be included when creating the expense report in the Panther Soft system:

<table>
<thead>
<tr>
<th>Description</th>
<th>Current Expenses</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date</td>
<td>Type</td>
</tr>
<tr>
<td>09/16/07</td>
<td>Carrier</td>
</tr>
<tr>
<td>Total Employee Expenses</td>
<td></td>
</tr>
<tr>
<td>Total Personal Expenses</td>
<td></td>
</tr>
<tr>
<td>Total Prevail Expenses</td>
<td></td>
</tr>
<tr>
<td>Total Employee Credits</td>
<td></td>
</tr>
<tr>
<td>Total Vendor Credits</td>
<td></td>
</tr>
<tr>
<td>Total Due Employees</td>
<td></td>
</tr>
<tr>
<td>Total Due Vendor</td>
<td></td>
</tr>
</tbody>
</table>

In the description area of the expense report, the Approver should list the name(s) of the traveler’s name(s), purpose for the travel, the TAR# and in the case of a job candidate the Position ID #.
PROCESSING OF PROCARD TRANSACTIONS

The Cardholder or traveler must provide original signed receipts for all transactions to the ProCard Approver for either the individual ProCard or the “Travel Only” ProCard within three days of the completed transaction. Each Cardholder will be required to have an Approver and a backup Approver to process all ProCard transactions in the Panther Soft system in accordance with the ProCard Program Approver Guide.

Copies of the TAR, airline ticket, hotel folio and all other supporting documents for each traveler must be included with the travel voucher and submitted to the Travel Department. All ProCard transactions will be loaded into the Panther Soft System weekly, usually on Tuesday mornings. The Approver will have from Tuesday morning until the end of business day on Friday to expense the transactions.

Should it be necessary to expense any item that is not authorized by the University, the Cardholder will be responsible for documenting that the cost of any such transactions that are not allowed have been paid to the University with a personal check and deposited with the Bursar’s Office. This documentation must be kept in the Cardholder’s file and must be made available for review.

All ProCard transaction receipts and backup documentation must be maintained for a period of five years in the Cardholder’s file and made available for review purposes as indicated in the ProCard Manual.