FIU
FLORIDA INTERNATIONAL UNIVERSITY

PROCUREMENT CARD TRAINING MANUAL

[Image of the FIU Procurement Card]
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Welcome to FIU’s Procurement Card (“ProCard”) Program

Florida International University is pleased to offer a Visa Procurement Card Program to the faculty and staff. This program allows the Cardholder to make purchases of commodities and travel services as outlined in these procedures. All transactions made using the ProCard must benefit and support the University’s mission of education, research and public service.

The ProCard is a VISA credit card issued through the Bank of America and is available to FIU full-time faculty and staff as approved by their Dean, Director, or Vice President. The ProCard is not available to OPS employees.

Procurement Services is responsible for monitoring the effectiveness of the ProCard Program and for user compliance with the procedures for the Procurement Card Program and University Policies and Procedures.

The ProCard represents the University’s trust in you and should be considered a privilege. As a Cardholder, you are accepting the responsibility for the protection and proper use of the ProCard.

The ProCard Program allows the Cardholder to place orders up to $1,000 per single transaction without the delays or paperwork that are normally faced when placing orders for these items through the normal University channels. The ProCard is issued in the Cardholder’s name and it allows that individual to purchase commodities by telephone, internet or in-person directly from vendors. In addition, the ProCard can be used for all approved travel expenditures including airline tickets, hotel registrations, registration fees and other expenses as outlined in the “Travel and Expense Procedures Manual”.

Allowable Expenses

The ProCard can be used for the purchase of many items including, but not limited to:

<table>
<thead>
<tr>
<th>Art Supplies</th>
<th>Office Supplies / Paper / Materials</th>
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<tbody>
<tr>
<td>Advertisements</td>
<td>Printing and Duplicating Services</td>
</tr>
<tr>
<td>Audio &amp; Video Tape (Blank &amp; Pre-Recorded)</td>
<td>Photographic Supplies</td>
</tr>
<tr>
<td>Batteries</td>
<td>Books</td>
</tr>
<tr>
<td>Purchases from the University Bookstore</td>
<td>Computer Supplies and Parts</td>
</tr>
<tr>
<td>Courier Services (UPS &amp; Federal Express)</td>
<td>Freight Services (UPS, FedEx, Airborne, USPO)</td>
</tr>
<tr>
<td>Subscriptions (Journals and Magazines)</td>
<td>Educational Materials and Supplies</td>
</tr>
<tr>
<td>Videos</td>
<td>Electrical Supplies</td>
</tr>
<tr>
<td>Travel Expenses (as indicated under the Travel Expenses Section)</td>
<td>First Aid Supplies and Replenishment</td>
</tr>
<tr>
<td>Lab/Research Supplies (excludes all chemicals)</td>
<td>Gasoline Purchases for Rental or State Vehicles Only</td>
</tr>
<tr>
<td>Maintenance Supplies</td>
<td>Minor Equipment (costing less than $1,000)</td>
</tr>
<tr>
<td>Food Products (Only if Authorized. Please contact the ProCard Administrator for additional approval.)</td>
<td>Memberships – All Memberships MUST include obtaining a Signed Certificate of Public Records Access Form</td>
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</table>

Food Purchases

The purchase of food, defined as food, beverages, food products, catering and restaurant meals, may be allowed from University funding sources that allow for these purchases. All such purchases must have a clear business purpose that benefits the University and supports the mission of the business unit. The use of general revenue (E&G) funds for the purchase of food is restricted to uses that include food purchases where food is part of the instructional program or is considered lab supplies (i.e., Food used as part of an experiment or is used to feed lab animals). Funding for the majority of these purchases may be from Auxiliary, Concessions or Grants.
The use of the ProCard for food purchases should be authorized in advance by completing the Food Authorization Form. This form must be completed and authorized by the Cardholder’s Dean, Chairperson, Director or VP and then faxed to the ProCard Team at 73600. Once received, the form will be reviewed and when approved by the ProCard Administrator, the form will be faxed to the Cardholder. This form must be given to the Cardholder’s Approver to be added to their file with their ProCard receipts. This form will provide authorization to purchase food as long as the ProCard is in use.

Food may be purchased for the following categories:

- Food is used directly for instructional or research programs;
- Tuition paid for FIU classes which includes providing food for the individuals registered in the class;
- Collected fees for workshops, seminars or conferences during which food is included in the fees paid;
- A grant, contract or donation states that food is permissible under the terms of the grant, contract or donation;
- A student function for which student activity fees are used to purchase the food;
- The food is provided as part of an activity or meeting for FIU employees and/or non-student participants. Purchases under this category must include a statement of the purpose of the event, an agenda or program and a list of participants which will be filed with the receipts held by the Approver;
- Meals or food that is required for Athletic Teams;
- Restaurant meals for selected activities which may include but are not limited to Athletic Recruitment, candidates for a University position, etc.

No alcoholic beverages may be purchased with the ProCard.

The Cardholder is required to sign and date all receipts for these purchases as an acknowledgement of the receipt of the food items. Documentation for the purpose of the purchase must be provided with the receipts for all food items.

The Cardholder may not use the ProCard to purchase meals for other FIU staff or themselves unless authorized as part of one of the above category of food purchases. Purchases of individual meals while traveling are also not allowed.
Computer Purchases

The ProCard can be used to purchase non-OCO (unit price less than $1,000), commercial grade computers from established contracts with Dell, Apple or HP through the Procurement Services E-Mall located at http://finance.fiu.edu/purchasing/2emall.html. The pricing available from these sites will be University contract pricing and terms. Also, by using these sites, the Florida sales tax will not be charged.

- Computers may only be purchased through FIU established contracts.
- The individual cost of the computer may NOT exceed the current OCO limit of $1,000. The unit price will include the processor, monitor and any additional hardware, software or accessories that will become a part of the unit.
- All shipments must be sent to the Cardholder’s campus address, not the Receiving Department or to their home address.
- As with all ProCard purchases, the original signed and dated receipt should be provided to the ProCard Approver within three (3) days of receipt of the computer.
- Computers that exceed $1,000 must be purchased on a purchase requisition through Procurement Services.

Cardholders cannot purchase computers from other sources. Should the Cardholder purchase a computer from a source other than listed on the Procurement Services E-mall or the price of the computer unit exceeds $1,000, one written warning will be issued. Should an additional purchase be made under these conditions, the Cardholder’s ProCard will be cancelled and not renewed for a period of one (1) year from the cancellation date.
PROCARD LIMITS AND CONTROLS

The ProCard is controlled through dollar limits in accordance with limits that were requested and approved on the Procurement Cardholder Application. These limits will restrict the dollar amounts that can be spent on a single transaction and during the billing cycle which begins on the 5th of the month to the 4th of the next month. The established dollar limits are:

- **Single Transaction Limit** - This limit is set at $1,000 per transaction. Should the total of the transaction exceed $1,000, the transactions will decline.

- **Monthly Credit Limit** - The normal limit is set at $5,000. This is the total dollar limit of all transactions per month (billing cycle).

**Request for Limit Increases**

For temporary increases on the ProCard limits, the Cardholder should submit an e-mail request to their VP, Dean, or Director for authorization and then forward the e-mail to the ProCard Administrator. This request should include the vendor name, the amount of the transaction, the date of the transaction, a description of what is being ordered, and a “Travel Authorization Number” (TAR) number (for increases on travel related transactions). The Cardholder should not request or allow the vendor to split the transaction into separate transactions in order to avoid the single transaction limit. The only exception to this rule would be for hotel transactions that are placed after normal business hours.

For permanent increases on the ProCard limits, a completed and signed Procurement Card Application, which allows for changes to the Cardholder’s information, should be submitted. A detailed justification is required for all increase requests.
## Restricted Commodity Purchases

**The ProCard cannot be used to purchase the following items:**

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<thead>
<tr>
<th>Item</th>
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<th>Item</th>
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<tbody>
<tr>
<td>Any items prohibited by State law</td>
<td>Any items prohibited by F.I.U. Regulation or Policy</td>
<td></td>
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<tr>
<td>Alcoholic Beverages</td>
<td>Air Purifying Respirators</td>
<td></td>
</tr>
<tr>
<td>Bench Top Fume collection cabinets</td>
<td>Biological Safety Cabinets</td>
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<tr>
<td>Boilers and Pressure Vessels</td>
<td>Bulk Storage Tanks</td>
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<tr>
<td>Cash Advances</td>
<td>Cell Phones or Accessories / Parts</td>
<td></td>
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<tr>
<td>Cell Phone Services</td>
<td>Cleaning of Kitchen Exhaust Systems</td>
<td></td>
</tr>
<tr>
<td>Computers costing more than $1,000</td>
<td>Construction or Remodeling</td>
<td></td>
</tr>
<tr>
<td>Contractual Services</td>
<td>Controlled Substances</td>
<td></td>
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<tr>
<td>Decorative Items</td>
<td>Entertainment - movie theaters, parks, etc. (only if authorized)</td>
<td></td>
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<tr>
<td>Explosives and Fireworks</td>
<td>Eyewash Stations and Safety Showers</td>
<td></td>
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<tr>
<td>Fire Suppression Systems</td>
<td>Flower or Balloon Arrangements</td>
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<tr>
<td>Fume Hoods</td>
<td>All Hazardous &amp; Radioactive Materials and Chemicals</td>
<td></td>
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<tr>
<td>Gift Certificates / Gift Cards / Gifts of any type</td>
<td>Kitchen Appliances (microwaves, refrigerators, etc.)</td>
<td></td>
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<tr>
<td>Holiday Cards</td>
<td>Laser Equipment</td>
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<tr>
<td>Kitchen Exhaust Systems</td>
<td>Microwaves (for Labs)</td>
<td></td>
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<tr>
<td>Liquid Scintillation Counters</td>
<td>Meals <em>(Personal meals are strictly prohibited)</em></td>
<td></td>
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<tr>
<td>Ozone Generators</td>
<td>Parking Decals (F.I.U.)</td>
<td></td>
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<tr>
<td>Parking Tickets</td>
<td>Personal Purchases</td>
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<tr>
<td>Personal Monitoring / Detection Equipment</td>
<td>Plaques or Trophies (exceeding $100)</td>
<td></td>
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<tr>
<td>Political Contributions</td>
<td>Portable Air Cleaning Devices</td>
<td></td>
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<tr>
<td>Promotional Items (if not paid from student fees or grant funds)</td>
<td>Purchases from Religious or Political Organizations</td>
<td></td>
</tr>
<tr>
<td>Restaurant Meals (only if authorized)</td>
<td>Repair of Equipment (if off-Campus repairs where certification or cleaning &amp; decontamination are required.)</td>
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**No Capital Equipment (OCO) Purchases.**
The purchase of capital equipment is not allowed with the ProCard. This is equipment which is tangible, movable, personal property of a non consumable, non expendable nature, with a value of $1,000 or more and which has a normal expected life of one year or more. The Cardholder should not split the cost of any OCO item in order to avoid this limit. This applies to any funding source.

**No Computer Purchases over $1,000.**
The purchase of computers or laptops costing more than $1,000 from any vendor that is not Dell, HP or Apple is not allowed. Computers must meet the University standards and therefore must be purchased by submitting a purchase requisition.

**No Chemicals.**
The purchase of any hazardous and lab chemicals is prohibited.

**No personal purchases are allowed.**
This includes items that are for decorative purposes, personal meals, office parties or party supplies, coffee mugs, coffee makes & supplies, plants, portable heaters, or purchases that are not for official University business purposes.

**Use of the ProCard to pay outstanding invoices.**
The ProCard should not be used to pay old outstanding invoices issued as the result of a purchase order or invoices that have been submitted under the Unencumbered Payment process as this risks the possibility of duplication of these payments. These types of invoices should be carefully researched before authorizing the use of the ProCard.
CARDHOLDER RESPONSIBILITIES – PLACING ORDERS

- When placing an order by phone or over the internet, the items must be delivered to the Cardholder’s unique address and should include the Cardholder’s name, campus, department name, building and room number and zip code. Deliveries should not be made to the University’s Receiving Department as they will not have information about ProCard orders.

- Vendors may not charge the ProCard until the item(s) have been shipped. Items that are noted as back ordered should not be charged until they are shipped.

- When the order arrives, the Cardholder should check all of the items to ensure that the correct items have been delivered and that there is no damage. Any issues with the items should be discussed with the vendor. If there are any problems with your order that cannot be resolved in discussion with the vendor, the Cardholder should file a formal dispute with the Bank (See section on Disputed Item Procedures). The Cardholder has 60 days after receipt of the order to file a dispute.

- After delivery of the items, the Cardholder must sign and date the receipt which lists all of the items and prices. This receipt should be submitted to the Cardholder’s approver for processing. All receipts should be submitted within three (3) days of receipt of the items. This will allow the Approver time to review the purchase and to process the transactions that have been charged to the ProCard.

- The ProCard transactions are downloaded from the Bank once a week (usually on Tuesday morning) and must be processed no later than the last day of the week after posting. Should the Cardholder be away from the Campus during the time that transactions are posted, they should contact their Approver to verify any charges made to their ProCard while away from the University. Receipts will need to be provided upon their return.
• Each Cardholder will receive a monthly statement from the Bank. Upon receipt, the statement should be reviewed to ensure that no unauthorized purchases have been made. After completing the review, a copy must be provided to the Cardholder’s approver, which will be added to the file with the Cardholder’s receipts. This review must be done every month in which transactions are posted. All of the paperwork for any ProCard purchase must be maintained for minimum of 5 years or more. Please verify any document requirements for purchases with grant funds.

PROCARD ACCOUNTING INFORMATION

• ProCard transactions are not encumbered under the University’s financial system; they are processed after the transaction is submitted electronically by the Bank. All transactions on the ProCard are downloaded at the beginning of each week and must be processed through the PantherSoft system by the end of that week.

• The Cardholder will be held responsible for making sure that all receipts and copies of their Bank statement are provided to their Approver.

• ProCards are tied to valid FIU department ID or Project numbers. A default department number is assigned when the Procurement Card Application is processed. Transactions may be processed against this Department ID number or may be charged to another Department or Project number when the Approver processes the charges. A single transaction can be split across multiple Department or Project numbers. The Cardholder should inform their Approver of any change in the Department or Project ID number to be expensed.

• It is important that the Cardholder completes and submits an updated Cardholder Application when he/she transfers to another department or is assigned a new Department ID number.
REJECTED TRANSACTIONS

If your ProCard is rejected when attempting to place an order, call the toll-free number (1-888-449-2273) on the back of your ProCard to request a reason for the rejection. The Bank will not be able to fix any problems resulting from a rejected transaction and they will direct the Cardholder to contact the ProCard Administrator.

The most common reasons that a transaction is rejected include:

- exceeding the single or monthly transaction limits.

- The merchant falls under a restricted classification. Under the ProCard Program, certain vendors may fall under Merchant Categories that have been restricted from use under the FIU ProCard Program due to the type of items or services being sold. In certain circumstances this restriction may be waived by the ProCard Administrator. A list of the Restricted Business Types is attached in Exhibit A.

Please contact the ProCard Administrator at (305) 348-1250 to assist with clearing these transactions.
STATE OF FLORIDA SALES TAX EXEMPTION

All Procard purchases made within the State of Florida are exempt from sales and use tax.

Before making a purchase, the Cardholder should advise the vendor that this transaction is exempt from sales or use tax. The vendor will require a copy of the FIU tax exempt certificate.

A copy of the FIU Tax Exempt Certificate is given to the Cardholder when they receive their ProCard. If additional copies are required, please contact the ProCard Administrator or Procurement Services.

If the vendor will not deduct the sales tax or will not honor the tax exemption without additional paperwork, the Cardholder may continue with the purchase, but should note on the receipt that they requested that the sales tax not be charged and that the vendor refused. This documents that an attempt was made to not have the sales tax charged.

This exemption applies only to State of Florida sales and use tax. If a purchase is made while in another state or country, then the applicable taxes will be allowed.
PURCHASING RULES

- The success of the ProCard Program relies on the cooperation and professionalism of all personnel associated with it; therefore, Cardholders are expected to follow appropriate State laws and guidelines, as well as use good and reasonable judgment when making purchases. The Cardholder should remember that the same purchasing rules apply when using the ProCard as when submitting a purchase requisition.

- Any item that is restricted from purchase on the ProCard must be purchased through Procurement Services by submitting a purchase requisition.

- When planning a purchase, the Cardholder should check to see if the items are available from State or FIU Contracts. A list of available contracts can be found on the Procurement Services web site at http://finance.fiu.edu/purchasing/2contracts.html.

- The Cardholder is urged to make purchases from Small or Disadvantaged businesses.

- The Cardholder is urged to purchase products with Recycled Content.
CARD SECURITY

The ProCard is the property of FIU and the Bank of America.

Only the Cardholder may use the ProCard assigned to them. Treat your ProCard as you would your own credit card. Do not let others use your ProCard or number without appropriate authorization.

Keep the ProCard in a secure place. Do not post or put the ProCard number in an unsecured place. Please ensure that your ProCard account number isn’t easily accessible to others.

If you suspect that your card information has been compromised or you have fraudulent charges on your card statement, call the Bank’s Fraud Department immediately at 1-877-451-4602.

If the Bank’s Fraud Department contacts you to verify charges that they suspect may be fraudulent, please return their call immediately and verify any requested information. These calls will only be received at your work number. Be sure to verify that the individual contacting you is from the Bank of America, they will not initially ask you for your ProCard number. They will request an identity number, which is your Panther ID #.

You may also contact the ProCard Administrator with any concerns.
LOST OR STOLEN CARD

If your ProCard is lost or stolen, **contact the Bank at 1-800-538-8788 as soon as possible** after noticing the loss. The Bank will cancel your ProCard and send you a new ProCard. The ProCard Administrator will be notified by the Bank when your new ProCard is issued.

The Bank will request verification of your identify by asking you a number of questions which will include your ID number which is your Panther ID # and your billing address is the address to which you billing statement is sent to.

The billing address for your ProCard includes the Cardholder’s name, campus, department name, room number, city, state and zip code.
MIS-USE OF THE PROCARD

Use of the ProCard is a privilege based on trust. When you sign the Cardholder Agreement, you acknowledge your understanding of the benefits of this privilege and of the penalties for mis-use of the ProCard. A deliberate attempt to use the card fraudulently for personal gain or to receive cash credits is theft.

**Definition** – Mis-use of ProCard privileges includes, but is not limited to, negligence in the performance by the Cardholder and/or Approver. Responsibilities include compliance with established rules for the appropriate purchases, transaction approval time, splitting transactions to avoid the single transaction limit, purchasing capital equipment (OCO), failing to submit ProCard receipts and bank statements, record retention and card security issues.

Abuse of the ProCard by any Cardholder includes, but is not limited to, falsification of records, fraud, theft using the ProCard for personal gain, allowing another individual to use the Cardholder’s card or account number, repeated non-compliance with the ProCard processes and/or procedures, or divulging confidential information.

The ProCard transactions are reviewed by the ProCard Administrator as well as by the Senior Accountant ProCard staff on a daily basis. In addition, the transaction files for the Cardholder may be reviewed by the Controller’s office without notice; therefore, all Cardholder files must be kept up to date.
CONSEQUENCES FOR THE MIS-USE OF THE PROCARD

If you mis-use your ProCard, notification will be send to you and to your Dean, Director or Vice President. The General Counsel’s Office and/or the Office of Internal Auditing may also be notified depending on the severity of the infraction which may result in an internal investigation.

Should it be found that the transaction was not for University business, the Cardholder will be required to reimburse FIU for the cost of any inappropriate charges. If the reimbursement does not occur, this amount may be deducted from the Cardholder’s salary warrant.

Depending upon the severity of mis-use, the ProCard may be suspended or revoked and actions taken up to and including termination and/or prosecution of the Cardholder.

If a pattern of mis-use or violation of ProCard procedures by a Cardholder is identified, then their ProCard will be cancelled.
TRANSFERS / RELOCATIONS / TERMINATIONS

TRANSFERRING OR RELOCATING WITHIN THE UNIVERSITY

The Cardholder should notify the ProCard Administrator when they transfer to another department within the University. For any location changes such as relocating to another campus, building or room number, use the change request option on the Cardholder Application Form and submit it to the ProCard Administrator. Notification of these changes is necessary to ensure that the Bank Statement will be sent to the new location, transactions are applied to the correct Department ID, and that new Approvers are granted access to the Cardholder information. The Cardholder should turn in all receipts for outstanding purchases before leaving the old department.

TERMINATION OF EMPLOYMENT

When the Cardholder leaves the University, they should do the following:

- Stop using the ProCard immediately.
- Complete the Cardholder Termination/Transfer form at [http://finance.fiu.edu/purchasing/ProCard/PCard_Cancellation_Form.pdf](http://finance.fiu.edu/purchasing/ProCard/PCard_Cancellation_Form.pdf). Cut up the Procard, attach it to the completed form and then send it to the ProCard Administrator.
- Turn in all receipts for outstanding purchases.
DISPUTED CHARGES

If there is a problem with your order (received broken, defective, incorrect pricing/billing, unauthorized charges, etc.), contact the vendor directly to attempt to resolve the problem.

If the vendor fails to correct the problem or refuses to resolve the issue to your satisfaction, the Cardholder should file a formal dispute with the Bank of America.

FILING A DISPUTE WITH BANK OF AMERICA

The Cardholder has 60 days, after the date of the transaction, to formally file a dispute with the Bank of America. The dispute form is located at the Procurement website at http://finance.fiu.edu/purchasing/ProCard/cardholderstatementdispute.pdf. Please send a copy of the disputed transaction form with the ProCard Administrator at 73600.

Complete the form, sign it and fax it to the Bank. The Bank will contact the vendor to assist with resolving the problem. A credit will be issued for the full amount of the charge while the Bank investigates. The Cardholder will be contacted by the Bank upon final disposition of the dispute.

Disputes submitted after the 60 day period will not be considered by the Bank.
All travel arrangements must be done in accordance with the University’s Travel & Expense Procedures. The ProCard can be used for the purpose of making all travel arrangements for University business related travel, both domestic and foreign. Please refer to the University’s Travel & Expense Procedures Manual and Changes.

Travel Arrangements for the Cardholder

Prior to making any ProCard charges for travel the Cardholder must obtain a TAR#. This is done by electronically submitting the Travel Authorization Request (TAR) to the Travel Department. The TAR # will be assigned and must be included with the documentation for all travel transactions done using the ProCard. The hard copy of the approved TAR must be submitted to the Travel Department prior to the travel.

Once the TAR# has been assigned, the Cardholder may use the ProCard for the following travel purposes:

- Airfare (Domestic and Foreign)
- Registration Fees (Domestic and Foreign)
- Hotel (Domestic and Foreign)
- Baggage Fee
- Gas (Only for Rental cars and University vehicles)
- Parking Fees
- Taxies / Cabs / Rental Cars
If travel expenses are paid utilizing grant funds then all of the requirements under the grant for travel will apply. Be sure to check on these additional requirements prior to completing the travel plans.

The Cardholder can make arrangements directly with the airlines, hotel and for car rentals or they can use another travel agency or on-line travel site to find the lowest fare.

Upon completion of all University travel, a **Travel Voucher** must be submitted by all individuals who have incurred travel expenses that have either been paid by the ProCard, by University check or where allowed expenses will be reimbursed by the University. The Travel Voucher must be submitted even if no reimbursement is due to the traveler, because all University paid travel expenses must be substantiated otherwise, the IRS will consider those expenses to be income to the traveler. This report should contain documentation and receipts for all expenses. For those expenses that are paid with the University’s ProCard, copies of the receipts should be submitted the Travel Voucher. All original hotel folios and other original receipts where the ProCard is used must remain with the ProCard files maintained by the Cardholder’s Approver.

**ALLOWABLE TRAVEL EXPENSES**

**Airfare (Domestic & Foreign)** – Airline reservations are usually authorized for coach/economy class airline travel. 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’s Chief Financial Office or designee for prior approval. If business class is available, first class travel is not allowed. Within the acceptable class of travel, the most efficient and economical means should be considered and approved by the appropriate individuals.
**Registration Fees (Domestic & Foreign)** – Fees for workshops, conferences, seminars and conventions may be paid with the ProCard, only after a TAR # is obtained and approved.

**Hotel Accommodations (Domestic)** – Hotel reservations and payment for the hotel may be done with the ProCard. Hotel accommodations are limited to single occupancy unless the room is shared by more than one authorized traveler. The most economical hotel rates should be considered when making reservations. The maximum daily rate for the hotel room authorized by the University is based on the U.S. General Services Administration (GSA) domestic lodging rates for all cities for the continental United States. These rates apply for all hotel rooms unless the room rate is at the “official” hotel for the meeting/convention. See additional information regarding hotel room rates in the Travel and Expenses Procedures Manual.

**Hotel Accommodations (Foreign)** – Hotel reservations and payment for hotel expenses outside the continental United States may be done with the ProCard. All room rates are based on the U.S. department of State Foreign Per Diem Rates for foreign travel. These rates apply for all hotel rooms unless the room rate is at the “official” hotel for the meeting/convention. The hotel folios must show the amount to be charged in US dollars and these receipts must show the computation converting the any foreign currency into US dollars. The original hotel folio will be filled with the Cardholder’s ProCard files and a copy should be submitted with the Travel Voucher. See additional information regarding hotel room rates in the Travel and Expenses Procedures Manual.

Note: When making hotel or airline reservations, be sure to ask for the total amount of the transaction. Should the amount of the airline ticket or the hotel expense exceed the single transaction limit established for the Cardholder (usually $1,000), the transaction will decline. The Cardholder should request an increase of their single transaction limit by contacting their VP, Dean, or Director for authorization, and then contacting the ProCard Administrator prior to their trip. This is very important especially for the hotel expense as the Cardholder may find that their ProCard is declined when checking into the hotel as the full amount of the stay may exceed the single transaction limit assigned to the ProCard. This is true especially when traveling outside the State of Florida as the sales tax of that state with be added to the room rate.
**Car Rental** – The rental of a vehicle may be paid for with the ProCard, but must be done with the following requirements:

- For individual travelers, the rental car is restricted to a compact car. An exception will be allowed when the car is shared with other travelers resulting in a savings to the University.
- All car rentals must include collision damage insurance.
- No additional insurances will be paid by the University.
- Rates should exclude State of Florida sales tax (sales tax in other states will apply)

Arrangements for rental cars originating at an airport can be made under the State of Florida contract with the following Car Rental Agencies:

- **AVIS Corporation**: 1-800-338-8211 or Avis.com  
  o Reference #: AVIS State of Florida AWD #A113400
- **Enterprise Rent-A-Car**: 1-800-736-8222  
  o E&I Cooperative Discount number NA24E5A for the Flat Rate Program  
  o E&I Cooperative Discount number NA24E9A for 8% discount off the Best Available Rate at the Time of Rental Program
- **Hertz**: 1-800-654-2200  
  o E&I Cooperative Discount number CDP 1714378

Be sure to request written confirmation for all rentals.
RESTRICTED TRAVEL EXPENSES

The following travel expenses may NOT be charged to the ProCard:

- Banquets and special meal events
- Gas (Personal vehicle)
- Beverages (Alcoholic and non-alcoholic)
- Hotel Expenses (movies, mini-bar, room service, phone calls, any other personal services)
- Business Airfare combined with Personal travel
- Personal Meals
- Car Rental for other than compact cars (unless traveling with a group) or additional insurance coverages

Group and Team Travel procedures can be found in the University’s Travel and Expense Procedures available from the Travel Department. The ProCard may be used for these transactions.
Travel Arrangements for Individuals Other than the Cardholder

A Cardholder can use their ProCard to make travel arrangements for:

a) Students traveling on University business;
b) Other University employees (faculty and/or staff) in the Cardholder’s department or College who do not have a ProCard;
c) Individuals who are not University employees (includes Candidates for employment at the University, speakers, guest lecturers, art exhibition installers and curators).

The Cardholder will be required to abide by these instructions, the rules of the ProCard Program, the ProCard Approver’s Guide and the University’s Travel and Expense Manual. These rules apply to all non-employee travelers as well.

The Cardholder may use their ProCard to make reservations and to pay the travel arrangements for all of the individuals listed above, as applicable, for:

- Airfare (Domestic and Foreign)
- Registration Fees (Domestic and Foreign)
- Hotel (Domestic and Foreign)
- Baggage Fee (document the reason for any more than one checked bag)
- Gas (Only for Rental cars and University vehicles)
- Parking Fees
- Taxies/Cab
**Airfare (Domestic & Foreign)** – the requirements are the same as listed under the Travel Arrangements for the Cardholder.

**Car Rentals** – Car Rental agencies will only accept reservations from the Cardholder if that person is the assigned driver. The Cardholder cannot make reservations for other individuals, as the Car Rental agency will not accept such reservations.

**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 with the ProCard.

Any additional charges to the room such as room service, mini bar, meals, movie rentals, phone calls, internet connection and any other personal services will be considered unauthorized and **must** be paid by the individual traveler.

The Cardholder should work with the hotel management to ensure that only the room rate and applicable taxes (if not in the State of Florida) are charged to the ProCard when making reservations. When the Cardholder is traveling with the other University staff or students the Cardholder should check the hotel bill prior to checking out to have these unauthorized charges paid using another method. This arrangement should also be followed when making arrangements for those non-University employees that will be visiting the University and that separate arrangements should be made to handle any of the additional charges.
Should any charges that are not allowed under this procedure be charged to the ProCard, the Cardholder will be held responsible for these charges and will be required to reimburse the University the total amount of these charges.

If the Cardholder is not traveling with the group or individual University staff or student, the Cardholder must contact the hotel’s business office to verify if they will accept a third party charge for the room cost. This indicates that the individuals or the group will not present the ProCard when they check in, but will charge the cost to the ProCard on file. The Cardholder must indicate to the traveler or travelers that only the cost of the room plus any applicable taxes will be covered by this method. Should any unapproved charges be added to the ProCard transaction, the Cardholder will be held responsible for these charges and will be required 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.
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.

An exception to this requirement is being allowed for individual’s that are Candidates for a position at the University. A TAR# can be requested using the Cardholder’s Panther ID # rather than requesting a Panther ID # for this individual. On the TAR form, indicate on the purpose line that this request if for (candidate’s name), candidate for (Position Name), Position Number”. This process is only for requesting the TAR # for Candidate travel.

For additional instruction on the TAR preparation, refer to Travel Procedures located on the Controller’s webpage.
ALL TRAVEL DOCUMENTATION FOR THE PROCARD FILE

For all travel related transactions, the Cardholder must provide the following supporting documents for these transactions:

- A copy of the approved TAR;
- The original airline ticket (or e-Ticket) signed by the Cardholder and the traveler (if not the Cardholder);
- The receipt or invoice for the Registration Fee signed by the Cardholder;
- 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);
- The original receipt for any car rental;
- A copy of the travel voucher submitted to the Travel Department;
- A copy of the conference/meeting agenda;
- 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 held by their Approver.
PROCUREMENT CARD PROGRAM (ProCard) CONTACTS

Linda Pagliaro  
Procurement Card Administrator, Procurement Services  
(305) 348-1250

Tricia Perez  
ProCard Assistant, Procurement Services  
(305) 348-2419

Nieves Colmenero  
ProCard Assistant, Procurement Services  
(305) 348-1603

Tracye Eades-Mickle  
Senior ProCard Accountant, Procurement Services  
(305) 348-2920

Conchita Valois  
ProCard Accountant, Procurement Services  
(305) 348-3150

Inez Stokes, Senior Travel Accountant  
Controller’s Office/Travel Section  
(305) 348-2543

Bank of America, 24-Hour Customer Service  
(888) 449-2273
EXHIBIT A: BLOCKED MERCHANT CATEGORIES

The following merchant categories have been blocked as part of the FIU ProCard Program. These categories have been blocked from use by Card holders. The merchant code is assigned by VISA and identifies the type of business. If a Cardholder attempts to place an order with one of these blocked merchant categories, the transaction will be declined. Should a transaction be declined due to the blocked merchant category, arrangements may be made to temporarily lift the restriction for a single transaction.

**Merchant Categories**

| All Entertainment Providers (except for Motion Picture-Video Tape Production/Distribution) | Financial Institutions, ATMs, Insurance Sales, Real Estate Agents, Payment Service Providers, Money Transfers, Merchant Payment |
| Savings Bonds | Sporting & Recreational Camps |
| Trailer Parks & Campgrounds | Beauty Shops |
| Shoe Repair | Health & Beauty Spas |
| Dating & Escort Services | Funeral Services |
| Counseling Services | Tax Preparation Services |
| Massage Parlors | Babysitting Services |
| Child Care Services | Political & Religious Organizations / Religious Good Stores |
| Accounting Auditing & Bookkeeping Services | Government Services - Court Costs & Fines |
| Bail & Bond Payments | Inter-Government Purchases |
| Government Loan Payments | Florist Supplies, Nursery Stock & Flowers |
| Florists | Freezer Locker Meat Providers |
| Duty Free Stores | Wig & Toupee Shops |
| Candy, Nut & Confectionary Stores | Cigar Stores & Stands |
| Drinking Places - Bars, Taverns, Night Clubs, Lounges, Discos | Package Stores, Beer, Wine & Liquor Stores |
| Used Merchandise Stores | Antique Shops - Sales, Repairs & Restoration Services |
| Pawn Shops | Wrecking & Salvage Yards |
| Antique Reproduction Stores | Jewelry - Watches, Clocks & Silverware Stores |
| Gift Card, Novelty, and Souvenir Shops | Luggage & Leather Goods Stores |
| Art Dealers & Galleries | Telecommunication Equipment & Services |
Helpful Website Links

- **ProCard Forms:**
  - Card Cancellation Form: [http://finance.fiu.edu/purchasing/ProCard/PCard_Cancellation_Form.pdf](http://finance.fiu.edu/purchasing/ProCard/PCard_Cancellation_Form.pdf)
  - Dispute Form: [http://finance.fiu.edu/purchasing/ProCard/cardholderstatementdispute.pdf](http://finance.fiu.edu/purchasing/ProCard/cardholderstatementdispute.pdf)
  - Authorization to Purchase Food form: [http://finance.fiu.edu/purchasing/ProCard/Food_Authorization_Form.pdf](http://finance.fiu.edu/purchasing/ProCard/Food_Authorization_Form.pdf)

- **Tax Exempt Certificate:** [http://finance.fiu.edu/controller/QL_TaxCert.html](http://finance.fiu.edu/controller/QL_TaxCert.html)


- **Travel & Expenses Procedures:** [http://finance.fiu.edu/travel/](http://finance.fiu.edu/travel/)
  - U.S. General Services Administration Domestic Lodging Rates: [http://www.gsa.gov/Portal/gsa/ep/contentView.do?contentId=17943&contentType=GSA_BASIC](http://www.gsa.gov/Portal/gsa/ep/contentView.do?contentId=17943&contentType=GSA_BASIC)
  - U.S. Department of State Foreign Per Diem Rates: [http://aoprals.state.gov/](http://aoprals.state.gov/)