

*May 2009*

SUBJECT: Availability of New FIU Travel and Entertainment Card

The University is offering to staff a new VISA Travel and Entertainment (T&E) Card from the Bank of America to be used for all individual business travel. This is an individually-billed credit card which can be used for the following travel related expenses.

Airfare (Domestic & Foreign)	Hotel/Motel Rooms (Domestic & Foreign)
Registration Fees (Domestic & Foreign)	Car Rentals
Baggage Fees	Gasoline for Rental Car
Parking Fees or Tolls	Taxi, Bus, or Train Fares
Meal (Must comply with University Meal Allowance Limits)	Business Phone & Internet Connection Charges
Books, Supplies, and Other Materials needed while traveling	Mailing or Shipment of Materials while traveling

The Cardholder will be personally responsible for the payment of all transactions on the T&E Card to the Bank of America.

To assist the Cardholder in reimbursement process of these travel related transactions, they will be made available on-line through the Travel Module of Panther Soft. The transactions will be downloaded from the Bank daily and can be accessed by the traveler or their Proxy to prepare the Travel Expense Report for submission to the University Travel Department for reimbursement. All approved and authorized charges will be processed within five (5) working days of receipt of the required supporting documents. The reimbursement payment will be directly deposited to the Cardholder’s bank account on file with the University. In most instances, the Cardholder should receive their reimbursement prior to receipt of the Bank Statement which will be sent to their home address.

The benefits for having the FIU T&E Card include:

- Ability to use various FIU funding sources for reimbursements, including funds available through the FIU Foundation, Inc.
- Eliminates the need to use a personal credit card for business travel expenses
- No Annual Fees
- Expedited processing of travel reimbursements
- No Credit Checks

- Transactions are exempt from State of Florida Sales Tax
- Reduces the need for Cash Advances for Travel

The T&E Card is for staff that travels more than three (3) times a year. All of the forms that are required for travel will be available for on-line processing which mean a) less paper; b) tracking of travel authorizations and travel expense reports will be easier and c) the turn-around time for processing of all travel related approvals and reimbursements will be reduced.

You can request the T&E card by completing the Travel & Entertainment Card Application located on the following website:

[http://finance.fiu.edu/purchasing/card\\_solutions/TE\\_Card\\_Application.pdf](http://finance.fiu.edu/purchasing/card_solutions/TE_Card_Application.pdf).

You can complete the form on-line then print it, sign it and submit the completed form to your Director, Dean, VP or designee. The T&E Applications should then be faxed to the Credit Card Solutions Team, Purchasing Services at 73600. Upon receipt of the form, you will be notified of the availability of training sessions which all Cardholders must attend prior to receiving the T&E Card.

Please note that on June 30, 2009, the University ProCard will no longer allow travel related expenses as all travel merchants will be blocked on the ProCard.