Welcome to the MSU Travel Card Program, the easiest way to pay your expenses when traveling on university business. From Athletics and Grant Programs to Admissions and Student Activities, full-time employees across the university are making travel easier with the MSU Travel Card. Planes, trains, and automobiles! Hotels, hostels, and AirBnBs. Whatever your needs, MSU Travel Card Program is there. Trying to pay for meals while traveling? We have several great options, so contact [travel@montclair.edu](mailto:travel@montclair.edu) today.

Applying for the Card

For your convenience, we’ve created an easy to use fillable PDF card application. Just email our friendly travel team at [travel@montclair.edu](mailto:travel@montclair.edu) to request a copy. You’ll need to provide a CWID and a signature from your Cost Center Manager.

Once the application is submitted, if accepted it will be processed within 2 business days, and the card will arrive at Overlook in roughly 7 days after it is ordered. You will be updated on the process via email. Cards can typically be picked up during business hours though we prefer advanced notice so we can have it ready for you. Requests for a third party pickup can be accommodated, with advance notice. The person picking up the card must sign for it and present ID.

Activating the Card

Upon receiving your card, you must call the number on the back of your card to activate it. You’ll be asked for an ID, which is your CWID, and your phone number, which is (973) 655-4000 in this case. Be sure to follow the activation instructions through to the end since it will ask you to set a PIN for your card. The PIN is often used when renting a car and for Uber.

Insurance Coverage

The Travel Card program includes some additional coverage for travel emergencies, rental cars, and lost baggage. Details are available from the PDFs associated with the card on the MSU travel card webpage.