

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.

MILEAGE

Need reimbursement for mileage? It's easy! Just create an Expense report for Mileage (Single Leg) or Mileage (Multi Leg). With our new streamlined process, single leg mileage no longer requires a map or attachment.

POINTS TO REMEMBER

- Credit card charges are reconciled through the Workday Expense process and only through that process.
- The card cannot be used to pay for meals or personal expenses, unless specifically instructed to do so in the case of meals.
- Spend Authorizations for a conference or meeting must have a brochure with agenda attached with conference hotel listed (if lodging is claimed) and any meals included listed (if meals are

claimed).

- Airfare upgrade fees will not be paid, with the exception of international flights specifically as
- denoted in official travel procedures on the Montclair State University website.
- Cardholders cannot request reimbursement for any expense which they did not incur, on the card or otherwise. (i.e. a full day's meals when only breakfast and lunch were received).
- All expenses, including ones charged to the travel card, must be accompanied with an itemized receipt, invoice, or folio. Expenses not charged to the card must also be accompanied by a proof of payment (usually on the invoice / receipt). An order confirmation or shipping label is not sufficient.
- Per diem meals need not be itemized on the Spend Authorization, but must be itemized on the Expense Report, using the travel journal (only present on the expense report). Per diem meals are only reimbursable for meals actually charged (not included with the conference) and first and last day, travel days, are reimbursable only at 75% of the daily per diem.

Cardholders will not exceed the GSA rate for meals and lodging, except in specific circumstances where it is superseded by another policy.

MONTCLAIR
STATE UNIVERSITY



TRAVEL CARD PROGRAM

A corporate credit card that can be used for most travel expenses with the exception of meals.

Contact Us!
travel@montclair.edu

Welcome to the Montclair State University 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 today!

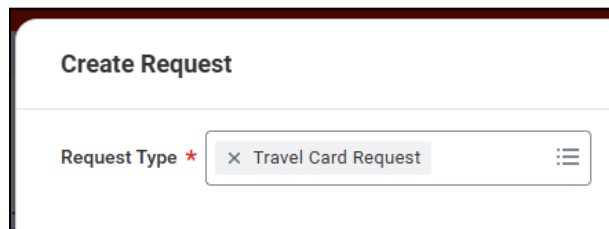
DISCOVER THE TRAVEL CARD!

- **No Personal Liability** - The Travel Card does not require a credit check and has no impact on the user's credit score.
- **Planes, Trains, & Hotels** - Lodging and transportation are easy with the Travel Card, but meals must be paid with a different method.
- **Workday: It's All Inside** - No need for a new login, Travel Card charges are handled through the Workday Expense system. Travel Card charges must still be processed with a Spend Authorization and Expense Report in Workday.

APPLYING

For your convenience, use "Create Request" when logged into Workday and select Travel Card from the list of options.

Applications will be processed within 2 business days, and the card will arrive at Overlook about 7 days after it is ordered. Workday will update you with notifications. 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 a valid ID.



Create Request

Request Type * × Travel Card Request

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.

BEFORE TRAVEL

Staying overnight? Need approval for meals, airfare, or hotel? Create a Spend Authorization in Workday as usual.

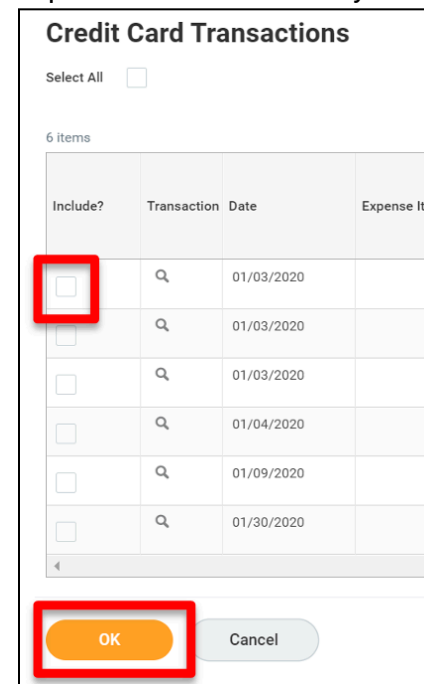
AFTER TRAVEL

Upon your return, create an Expense Report in Workday to reconcile your Travel Card charges. When you create an Expense Report, the charges appear below and can be selected to add as lines on the report. It's just that easy!

MSU Travel Card transactions and any receipts which have been uploaded through the mobile app (Quick Expenses) are located on the initial screen (on the bottom of the page), underneath the worktag fields, within the Expense Report function.

To allocate a charged item to an expense report, in the Credit Card Transactions section:

- Click the checkbox of the corresponding expense(s) on the first page.
- Click the OK button.
- The selected expenses come in as expense line items within your Report.



Credit Card Transactions

Select All ☐

6 items

Include?	Transaction	Date	Expense Item
<input checked="" type="checkbox"/>	Q	01/03/2020	
<input type="checkbox"/>	Q	01/03/2020	
<input type="checkbox"/>	Q	01/03/2020	
<input type="checkbox"/>	Q	01/04/2020	
<input type="checkbox"/>	Q	01/09/2020	
<input type="checkbox"/>	Q	01/30/2020	

OK Cancel