

Individual Travel Card

Is traveling part of your job at the University of Alaska Fairbanks?

The University offers a travel card (MasterCard) for employees to use to pay their hotel, meal, car, taxi, and other misc. expenses required during their work related travel. This card program is designed for business expenses only. You pay your travel expenses with the card, complete your expense report upon return, get reimbursed, and pay your bill.

Program Benefits:

- MasterCard is accepted worldwide.
- You have up to 60 days to pay the bill – interest free.
- Cash advances are available.
- Your personal credit is not impacted with University purchases and the possibility of interest expenses that are non-reimbursable.
- Protects you from personal fraud. Many common conference cities can be “hot” areas for credit card fraud. Using this card protects your personal card(s).
- If needed, limits can be increased quickly.

It takes 2-3 weeks to receive the card, order now to ensure that you receive your card prior to your trip!

The individual travel card application is located at
http://www.alaska.edu/financial-systems/restrict/IB_application.pdf.

1. Fill in the form on line (so we can read it ☺) and print it.
2. Your fiscal officer, dean or director will need to approve the application.
3. Submit the application to Procurement & Contract Services for processing at hollie.seiler@alaska.edu, helen.connor@alaska.edu or fax to 474-7720.

For questions or additional information, please contact
Helen Connor at 907-474-6465.