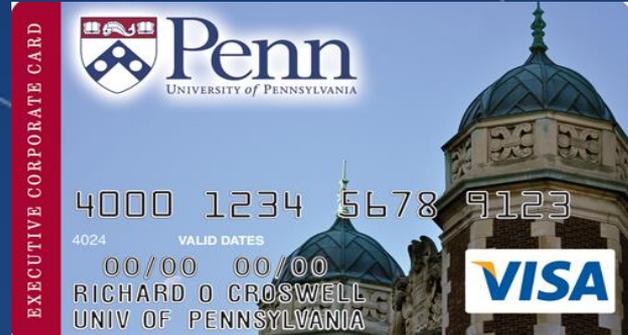


The Penn Travel Card



Penn
Purchasing Services

Penn Travel Card Information

Log Into: www.upenn.edu/penntavel

- Select “Penn Travel Card” in the bar at the top of the page



- Select one of the categories on the left side of the screen.



Account Management	
Cardholder Topics	School/Center/ORG Adm Topics
<p>INSTRUCTIONAL GUIDES and FAQs</p> <ul style="list-style-type: none">◦ Logging Into Payment Site - User Guide◦ Reset Password and/or Unlock Account◦ Statement -User Guide◦ Paying my Bill (non-reimbursable amount)◦ Obtain my PIN number◦ PIN number FAQs◦ Mobile Alerts - User Guide◦ Mobile Alerts FAQs	<p>Best Practice Steps</p> <ul style="list-style-type: none">Manage cardholders in your School/Center/ORG for business needs and financial risk management - Click HEREFinalize and close card account for departing employees/cardholders - Click HEREPerform delinquency monitoring on monthly basis - Click HEREValidate and approve card holder's request for reimbursement - Click HEREPerform credit card transaction analysis as needed - Click HERE

Penn Travel Card Activation steps

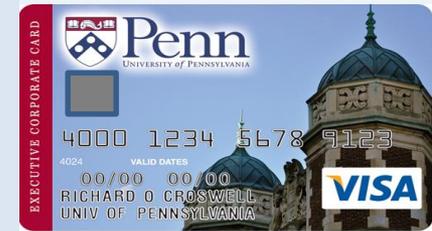
1. **Activate the card** (see sticker attached to card)

The Bank of America (BoA) card activation code consists of the first 4 digits of your PENN ID# plus the zip code used on your application. (ex. 1007+19454 = 100719454 activation code)

When you activate your Penn Travel Card there will be an option to personalize your PIN number.

2. **Know your PIN number**

- The Penn Travel Card features Chip-and PIN security technology.
- It has a visible metallic square under the Penn shield, above the card number.
- **NOTE:** Chip and PIN cards require a PIN for use with some vendors, especially internationally



If you did not select a PIN number during card activation, information on obtaining a PIN is available at: www.upenn.edu/penntavel/creditcard/online-account-management/97-acct-mgmt-cardholder

Select “Obtain my PIN number”

INSTRUCTIONAL GUIDES and FAQs

- [Logging Into Payment Site - User Guide](#)
- [Reset Password and/or Unlock Account](#)
- [Statement -User Guide](#)
- [Paying my Bill \(non-reimbursable amount\)](#)
- [Obtain my PIN number](#)
- [PIN number FAQs](#)
- [Mobile Alerts - User Guide](#)
- [Mobile Alerts FAQs](#)

4. **To manage your BoA travel card account on-line** set up your access on BoA Payment Center (see next slide)

Bank of America (BoA) Payment Center

Log into:

www.baml.com/paymentcenter

Bank of America Merrill Lynch Payment Center

Enter credentials

User ID (Forgot your User ID?)

Password (Forgot your password?)

Language
English (United States)

LOG ON

Additional Information
[Forgot your User ID?](#)
[Forgot your password?](#)
[Reset Logon credentials?](#)

Registration
[Not registered?](#)

IMPORTANT: Register on this site, by using the “Not Registered?” link on the right side of the page. You will be prompted to create a User ID and Password.

Instructions: Log on to site to view statements, transactions and payments.

Reminder:

Do Not pay university reimbursable expenses to BoA. File an expense report in Concur and payment will be sent to BoA on your behalf once the report has been approved.

BoA Mailing address: Needed for setting up electronic payments for the non-reimbursable transactions, or for payment by check.

Bank of America
P.O. Box 15731
Wilmington, DE 19886-5731

Using the Penn Travel Card

- The Penn Travel Card is for University-related **BUSINESS TRAVEL AND ENTERTAINMENT USE ONLY**.
- These expenses include:

Lodging Room rate, taxes, internet, parking	Transportation Airplane, train, bus, rental car, personal car, tolls, parking	Food & Entertainment Individual meals, business meals with attendees
Conference Registration Fees	Baggage	Laundry (if trip is longer than 5 days)
Essential items that are required to conduct business while on the trip. Examples include: copy services, computer repair, internet access fees.		

- Know your PIN number – it may be needed to complete a transaction, especially internationally.
- There may be instances when personal expenses such as gym fees appear on your hotel bill, which was paid for using the Penn Travel Card.
 - Enter that expense as non-reimbursable on your expense report in Concur. The University of Pennsylvania will not make any payments of that expense to the individual or to BoA.
 - You will be responsible for submitting payment for all non-reimbursable charges directly to Bank of America. Instructions on this are available at “Paying my Bill (non-reimbursable amount)” at following link: <http://cms.business-services.upenn.edu/penntavel/creditcard/online-account-management/cardholder.html>

NOTE: The Penn Travel Card is not intended to take the place of the University’s Purchasing Card or other Penn approved purchasing methods.

Paying for Penn Travel Card Transactions

- Penn Travel Card transactions automatically feed into Concur, waiting to be included on an expense report.
 - Domestic Transactions will show in Concur within 2 - 4 days.
 - International Transactions will show in Concur within 1 - 2 weeks.
- **All transactions made using the Penn Travel Card must be submitted on an expense report, even if the item is non-reimbursable.** If an item is non-reimbursable, use expense type “Non-Reimbursable”.
- All Expenses should be submitted on a Concur expense report within 2-3 weeks of the original transaction date. Penn Policy 2368 states “Expenses submitted more than six months (182 days) after being incurred will not be reimbursed without supplemental approval and should not be submitted without explanation of extenuating circumstances.”
- Receipts are required for all transactions over \$25 (US Currency). Schools/Centers may elect to require receipts for every expense, regardless of the dollar amount.
- Payment will be made to the credit card account on your behalf, following the approval of the expense report. Do not pay BoA directly for any university reimbursable expenses put on the Penn Travel Card.

Contact Information

- To report a Lost or Stolen card, immediately call Bank of America at 1-888-449-2273.
- Penn Travel Card FAQs: www.upenn.edu/penntavel/creditcard/faqs.
- For any further assistance contact the Penn Travel Card Administrator at TravelCardSupport@upenn.edu.