GE MasterCards Now Inactive

The conversion of travel corporate credit cards from MasterCard to American Express is complete. Travelers who had an active IU travel card should have received a new American Express card within the past two weeks. To activate the new AMEX card, call 1-866-913-6689. The GE MasterCard automatically deactivated on March 27, 2009 and is no longer available for use.

For more information about travel corporate credit cards, visit www.indiana.edu/~travel/resources/corpcreditcard.shtml or call 812-855-2873.

Direct Deposit to be Required for Reimbursement

When the new online travel reimbursement system, Travel@IU, is implemented, employees will be required to sign up for direct deposit for travel reimbursements.

In 2008, the check-writing process for travel reimbursements cost the University nearly $52,000. Direct deposit will facilitate a significant cost savings for the University and provide a more efficient means of payment disbursement. Reducing the number of checks sent through campus mail also reduces the likelihood of lost checks.

Click here to sign up for direct deposit for travel reimbursements.

Note: The initial pilot release for Travel@IU has been changed from May 1, 2009 to June 1, 2009 with incremental rollout to remaining departments beginning mid June.

Prepare for Fiscal Year End

Disencumbrances

Please make all disencumbrance requests by June 19 to ensure that funds are disencumbered from accounts in the fiscal year 2009. To request a disencumbrance, email the Traveler’s name, Trip ID (or department code and request number), and account number to travelbl@indiana.edu.

Reimbursements

To ensure that travel reimbursement funds are paid and disencumbered in the current fiscal year (2009), Travel Management Services will need to receive reimbursement documentation by June 22, 2009.

Encumbrances

Authorizations for trips beginning on or after July 1, 2009 will not be encumbered until the new fiscal year has begun. However, if a prepayment request (such as a registration payment) is submitted prior to July 1, the prepaid expense will be paid from fiscal year 2009 budget.
Travel Management Services

Orbitz for Business Update

Reconciliation

Orbitz for Business airfare charges from December 2008 through February 2009 are currently being reconciled to department accounts. Please be mindful of these charges when considering budget construction as it may take a couple of months to reconcile all of the charges to the appropriate accounts. The delay is due to new settlement procedures enacted as part of our transition to the Orbitz for Business program.

Courtesy Cancellations

Beginning in May, Orbitz for Business will no longer accept 24-hour courtesy cancellations. In order to avoid fees, airfare reservations must be cancelled by midnight the same day the airfare was purchased.

For more information, contact Travel Management Services at 812-855-2873.

Hotels.com Site Redesigned for IU Travelers

The sign-in screen for Indiana University’s Hotels.com website has been redesigned for easier use. The program has not changed; only the appearance of the site has changed.

The IU Hotels.com program offers travelers the benefit of charging lodging expense to a departmental account for approved trips instead of incurring the expense to be reimbursed after the trip. The site also provides the convenience of online booking as well as low web fare rates.

To find out more about the IU Hotels.com program, visit the TMS website at http://www.indiana.edu/~travel/traveling/hotelonline.shtml.

Become an “Approved Driver” Before you Drive

Before driving any vehicle (rental, University-owned, or personal) on University business, policy requires that drivers give IU authorization to conduct a Motor Vehicle Record (MVR) check.

Any University traveler, regardless of the frequency of travel, must be approved by Risk Management in order to drive a vehicle for University purposes. Driving on University business will be prohibited if authorization to conduct a MVR check is not given.

To be approved, each traveler must fill out the Motor Vehicle Records Check Authorization Form via IU’s Risk Management website. For confidentiality purposes, MVR information will only be shared with IU employees who have a legitimate need for the information, such as Risk Management, Human Resources, or the employee’s supervisor in appropriate situations.

For more information, visit the Risk Management website at http://rmweb.indiana.edu/orm/SiteMap2.cfm?todo=privileges.