

To: SAS Faculty and Staff
From: Travel and Expense Management (TEM) Project Team

As you were recently informed, several schools and centers at Penn have been participating in a rollout of Concur Expense, a module of the Concur Travel and Expense Management application. In the coming weeks, you will be able to experience firsthand the features of this application. We would like to welcome you to the community of users and also introduce a new component of the overall initiative – the Penn Travel Card from Bank of America.

This new University-sponsored credit card has been developed based on community feedback received from Penn travelers' experiences obtained through surveys and focus groups. There are many features that make the card convenient to use wherever your business travels take you and together, with Concur Expense, makes it easy to reconcile your charges.

*****If you are required to or anticipate traveling on University business or conducting approved University business entertainment, you are encouraged to apply for this card.*****

Penn Travel Card cardholders will enjoy card benefits such as:

- You no longer need to worry about paying your business related credit charges each month since Penn will directly pay Bank of America for your approved travel related expenses. Cardholders are only responsible to pay for those non-reimbursable expenses that may appear on your monthly statement.
- Use of the uniquely branded Penn Travel Card helps to keep work-related travel and entertainment expenses separate from personal expenses;
- Widespread merchant acceptance anywhere Visa is accepted;
- Chip and PIN technology available for those traveling internationally;
- Penn Travel Card transactions are automatically loaded into your Concur expense account, making them easily available to place in an expense report without any need for manual entry;
- Reduced fees on international transactions;
- No annual fee; and
- Best-in-class fraud protection and other special benefits such as lost luggage, roadside assistance and AD&D insurance.

Importantly, the University has worked with Bank of America to ensure that the credit card is easy to obtain. Per Bank of America, applying for the card will not impact your credit or credit score; and once established, the account (along with the corresponding credit limit and/or usage of the card) will not appear on your credit report when it is requested by others.

Several documents are available to assist you throughout the application process. They may be found when you visit the Travel and Expense Management website (<https://cms.business-services.upenn.edu/penntravel/>) including the Bank of America Corporate Cardholder Agreement. Also, more information may be obtained in the Penn Travel Card Frequently Asked Questions.

If you are a current American Express cardholder and wish to keep your American Express card for special reasons, please contact Travel Card Administration at CardAdm@exchange.upenn.edu if you would like to have your transactions integrated with Concur.

To apply for the new Penn Travel Card provided by Bank of America you can complete and submit your application online by going to

<https://travelcardapp.apps.upenn.edu/travelCardApp/jsp/fast2.do>

If you have any other questions, please contact Travel Card Administration at CardAdm@exchange.upenn.edu, or within SAS, Bob Allison at allisonr@sas.upenn.edu.

Thank you,

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