Alternatives for Employees that are denied a Citi Bank Individual Travel Card

Pre-Trip Reimbursements: Exceptions can be made to allow “Pre-Trip Reimbursements” for employees that are denied UMass individual travel cards by CitiBank. This will allow employees to submit requests for reimbursements immediately after incurring an expense instead of having to wait until the trip is completed, i.e. airfare, conference registration.

Department Travel Cards can be used for required University travel only when employees are denied individual travel cards by CitiBank and it should be noted with the supporting documentation. The type of expenses that would be allowed are transportation, hotel and conference registrations. Meals and miscellaneous expenses would not be allowed.

Travel Advances will be allowed for employees that were denied individual travel cards by CitiBank when a Dean signs off that a financial hardship requires a policy exception. A Dean equivalent for a non-academic area would be an administrative level above the area. Admission employees would need the exception from the Provost’s Office.

Purchase Orders: There are account codes (737100, 737200, 737300, 737400) for purchasing travel/registrations directly from vendors using purchase orders. Other than requiring Travel Authorizations, the Controller’s Office does not place any restrictions on the use of PO purchased tickets.