



JUNE 2018

EXTENDED TRAVEL AND THE CMU BUSINESS CREDIT CARD

There are many cardholders traveling extensively during the late spring and early summer months and making purchases with their CMU Business Credit Card. If you have transactions on your CMU Business Credit Card account and you will be traveling past the monthly 15th deadline for Business Card Reconciliation Forms, please contact Travel Services and give an estimated date when we can expect your documentation. If you do not contact Travel Services with this information, your account may be blocked from postings, making your credit card unusable until the documentation is received.

INCREASING YOUR CREDIT LIMIT

If you need your credit card limit increased, you must complete and submit the [Credit Limit Change Request](#). This form requires your signature as well as your supervisor's signature. If you only need your credit limit increased for a temporary period, please indicate this on the form. We will make a note to change it back to the original limit at the end of the statement period.

***Prior to going on a trip, please make sure that your credit limit is adequate for your estimated expenses to avoid any emergency credit limit increase situations.

FINAL FISCAL YEAR END REMINDER

Credit card charges posted to your CMU Business Credit Card account on or before Monday, June 25th, will be charged to the current fiscal year (2017-2018). Charges posted to your CMU Business Credit Card account on Tuesday, June 26th or later, will be charged to the new fiscal year (2018-2019). Transactions normally post within two to four business days of the purchase, but this lag time can vary between vendors. **Be sure to make end of the year purchases early enough that they post to your credit card account prior to the end of the statement period.** For all other fiscal year-end deadlines, please refer to the schedule on the [Contracting and Purchasing Services](#) website.

Reminder – June ActivePay Deadline is Friday, June 29, 2018 at 5 PM

Statistics for April (04/25/18 to 05/24/18)

Total Spend	\$1,173,098.03
Total Number of Transactions	5,801
Average Charge	\$202.22
Open Credit Cards	1,176
Cards with Activity	800

Thanks,
Payroll and Travel Services

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