



MARCH 2019

International Purchases/Travel

This is the time of year that many faculty members and students travel internationally. If you are travelling internationally or making a purchase on your CMU Business Credit Card with an international vendor, you should contact Payroll and Travel Services first so travel and/or purchase notes can be added to your account. If you do not take this step, it is highly likely that your account will be blocked by PNC due to suspicion of fraud. The block will not be removed until PNC is contacted with confirmation that the purchase is valid. Also, cardholders need to remember that PIN entry is required while making purchases in Europe and other international locations. Make sure you know your PIN before you leave the US. If you don't know your PIN, you may call the 800 number on the back of your card and reset the pin by choosing Option #3 in the PNC automated system.

Air Travel and Other Personal Insurance

It is CMU policy to reimburse employees for necessary and reasonable expenses in transacting the business of the university. However, there are specific types of expenses which are considered to be of a truly personal nature and are non-allowable. Air travel and other personal trip insurance is a non-allowable expense. When purchasing airfare always carefully review the itemized list of fees and taxes to confirm insurance is not included before completing the transaction.

ActivePay Update

On March 2, 2019, PNC processed an ActivePay upgrade that redesigned the website to make it more modern and user-friendly. The upgrade included a few bugs that were addressed in an overnight process on Monday March 4th. If you are having any issues logging in to Activepay, accessing applications or have questions while navigating the website you can contact Payroll and Travel Services for assistance.

Reminder –March ActivePay Deadline is Friday, March 29, 2019 at 5 PM

Statistics for February (1/25/19 to 2/25/19)

Total Spend	\$1,076,256.99
Total Number of Transactions	5,158
Average Charge	\$208.66
Open Credit Cards	1,174
Cards with Activity	726

Thanks,
Payroll and Travel Services

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