



UC Merced
TRAVEL

T & E Card Coverage & Use

The Travel & Entertainment (T & E) card covers almost all business travel-related expenses, including lodging, food and transportation. (We recommend that airline reservations be handled through the Connexus website at one of the UC authorized Travel Agencies that dose Direct Billing to avoid the need for requesting reimbursement. Direct-billed charges do not appear on the T & E Card statement; they are charged directly to the University ledger account you specify when making the purchase through the Pre Trip Authorization system.) UCM employees are expected to use the T & E Card and related ATM cash advances only for travel and entertainment expenses that are related to University business and reimbursable under University policies.

The T & E Card is accepted worldwide and allows access to over 300,000 ATMs. It interfaces with the web-based expense management system, Express, eliminating the need for paper vouchers and speeding up the reimbursement process.

Note: Cash advances obtained through ATMs carry a 2.5% fee with a minimum of \$2.

Obtaining a Travel & Entertainment Card

If you incur travel or entertainment expenses as part of your business duties, you are eligible to obtain a T & E Card. Complete the T & E Card application and obtain approval from your organization administrator. Submit the completed application by email to travel@ucmerced.edu.

Travel

Email: travel@ucmerced.edu | Phone: (209) 228-TRIP (8747)

Address: 5200 N. Lake Rd. Merced, Ca. 95343