**P-Card Example - International Travel**

This email is to inform the cardholder and their designated Expense Management System (EMS) preparer of new weekly Pcard charges that may require attention. The format of the weekly notification provides additional information (i.e. charge date, the actual date the expense was incurred, the posting date, date the bank actually received the expense information from the merchant), report number (Expense Report number where transaction has been processed if applicable). Please review the charges and if these charges are not assigned to an expense report, take one of the two actions listed below to proceed with these transactions.

### Required Action:

- If you are the cardholder or initiate these transactions, and they have not been assigned to an expense report, please provide receipts for all expenses greater than $75, along with documentation of the Business Purpose for these expenses and the list of attendees for any Business Meals to your designated preparer. Contact your business manager regarding who the designated preparer for your department/office is for more information on the expense report preparation process.

OR

- If you are a certified EMS preparer please log into the EMS system at https://ebiz.yale.edu to create an expense report for any available charges. To minimize work and processing time, contact the cardholder for any necessary receipts and other required information.

Note: For further assistance a helpful Toolkit containing quick guides and job-aids can be found at [http://ebiz.yale.edu/transactions/ems-toolkit](http://ebiz.yale.edu/transactions/ems-toolkit).

If you have not authorized these charges, contact JP Morgan Chase at 1-866-316-4560 immediately and notify your business office. Disputes must be registered with JP Morgan Chase within 60 days of the transaction date. For all other purchasing card questions please call the Yale ERP Purchasing Card Office at 432-2037. Please note that transactions outstanding greater than 45 days may result in credit card suspension.

### International Travel Expenses:

- **International Taxes**: Do Purchase the LDW (Loss Damage Waiver; formerly called CDW or collision damage waiver) and LIS (Liability Insurance Supplement) insurance for all rentals outside of the Continental United States, including Alaska, Hawaii, Canada, Puerto Rico, and the US Virgin Islands.

- For Sponsored Agreements (Federal Grants) International Travel, please refer to Policy 3301: Travel on University Business
  - Guide 3301 GD.02: Use of U.S. Flag Carrier for Sponsored Foreign Travel. Federal requirements (i.e. Fly America Act) state that domestic grantees must use U.S. flag air carriers to the maximum extent possible.

International expense generally refers to any goods or services used in a country outside the United States or any expense related to travel for activities conducted outside the United States. It doesn’t matter if they are purchased in the US. Please see below for examples:

- Supplies purchased in the U.S. but shipped and used for activities conducted outside the U.S.
- A limo expense incurred to travel to JFK to board a flight to London to speak at a conference
- A hotel expense while in London to speak at a conference

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Please Remember!

- International Expenses must be submitted separate from domestic expenses
- Must complete International Travel Form- Length of Trip, Number of Travelers and Activity
- **International Rentals**: Do Purchase the LDW (Loss Damage Waiver; formerly called CDW or collision damage waiver) and LIS (Liability Insurance Supplement) insurance for all rentals outside of the Continental United States, including Alaska, Hawaii, Canada, Puerto Rico, and the US Virgin Islands.

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Questions? Please call 203-432-5394