NYU CORPORATE TRAVEL ACCOUNT (CTA) TRAINING SESSION

Purchasing Services & Contract Administration
What is a Corporate Travel Account (CTA)?

- The Corporate Travel Account (CTA) is corporate-liability Mastercard issued by JP Morgan Chase that is used to pay for NYU business travel expenses only.
- The CTA is issued in the name of an employee in order to maintain fraud protection and guarantee insurance coverage for all travelers booked using the CTA.
What is a Corporate Travel Account (CTA)?

- The name of the department, division or project is embossed on the card.
- The CTA replaces the American Express BTA.
- The CTA does not replace the NYU/American Express Travel Card.
- The CTA resides within the department. The card is not given out to individual travelers.
- Reconciliation of charges is done on-line via JP Morgan Chase’s reconciliation tool, PaymentNet.
Glossary

- **Cardholder**: University employee whose name appears on the CTA and is the only individual approved to make purchases with the CTA. Cardholder is accountable for all charges made with the CTA.

- **CTA Administrator**: University employee (i.e. budget officer, financial analyst or department administrator) responsible for weekly on-line approval of all charges against the cardholder’s account and reviews cardholder’s monthly statements and support documentation.
Glossary

- Program Manager: University Purchasing Services employee responsible for administering the CTA program for the University and acting as the main contact between the University and JP Morgan Chase.

- PaymentNet: JP Morgan Chase’s internet-based reconciliation tool. PaymentNet is used to review and approve charges and reallocate funds.
Uses of a CTA

- The CTA is used to pay for business travel expenses for:
  - Infrequent travelers in a department
  - Travelers who do not have a personal credit card or an NYU/American Express Travel Card
  - Inbound guests
- Using the CTA for personal travel is not permitted and will result in cancellation of the account.
- The CTA can be used online or with a travel agency. It cannot be swiped at a credit card terminal.
Uses of CTA

- The CTA can be used only with the following merchants:
  - Airlines
  - Hotels
  - Rail (Amtrak)
  - Travel Agencies
  - Car Rental (Avis & Enterprise only)
  - Bus Tickets (i.e., Bolt, Mega)
  - Car Services
Roles & Responsibilities - Cardholders

- Reviews charges on-line using JP Morgan Chase’s PaymentNet system deadline posted on the PaymentNet homepage.
- Obtains support documentation from the supplier to substantiate all purchases made with the CTA.
- Reconciles support documentation to the monthly CTA statement.
- Signs and dates the statement after reconciliation and forward to their CTA Administrator.
- Maintains security to prevent unauthorized use.
Roles & Responsibilities – CTA Administrator

- Approves charges on-line using PaymentNet.
- Reviews the cardholder’s monthly statement and support documentation. Signs, dates & files the statement upon completion of review.
- Ensures statements are retained in the department for the appropriate period of time.
- Notifies cardholder of misuse and arranges for card cancellation when warranted.
- Responsible for all CTA maintenance, i.e. corrections/changes to default chartfield, addresses, etc, by sending an e-mail to the CTA Program Manager.
Weekly Reconciliation Using PaymentNet System

- Weekly reconciliation of travel expenses will be managed on-line.
- Weekly reconciliation of transactions is **required** by all cardholders and administrators.
- Every Monday cardholders and administrators will receive an email from the PaymentNet System to review the previous week’s charges.
- Cardholder will log in to review charges, make any chartfield adjustments and place a check mark in the “Reviewed” box.
Weekly Reconciliation Using PaymentNet System

- The CTA Administrator will place a check mark in the “Approved” box and can make any necessary chartfield changes.
- A weekly file of all charges will be automatically downloaded every Wednesday for payment.
- Failure to place check marks in either the “Reviewed” or “Approved” boxes does not stop payment.
- Charges may be disputed on-line via PaymentNet.
Resources

- On the Purchasing Services website @ www.nyu.edu/purchasing.services/
click on the Travel Services link to get:
  - The NYU Corporate Travel Account Policy Manual
  - Tutorials on navigating the PaymentNet System
  - The CTA application
  - The NYU Traveler