

Boston College Travel Update

www.bc.edu/travel

Travel Webpage

Have you gone to our travel website lately? We have added and updated many contracted travel services. These include the Amex Corporate Card program, University approved travel agencies, discounted fares, car/bus/van/truck rental, limo service to New York and negotiated rates at local hotels. All of the information presented here can be found on our website, www.bc.edu/travel.

American Express

The University travel policy states when traveling on BC business, you should use your American Express Corporate Card. American Express will be migrating to **paperless statements starting August 4th**. You will no longer receive paper statements; to receive statements electronically please take a few minutes to enroll in Manage Your Card Account (MYCA) at www.americanexpress.com/register. If you have any questions on this new procedure, contact Carolyn Donoghue, 2-8911.

FAQs about the American Express Corporate Card Program

Q: What are the benefits of using this card?

A: The major benefit of this card is University wide reporting which allows us to negotiate the best discounts we can and leads to increased cost savings for the University. Other benefits include University paid Car Rental Loss and Damage (CRLD) coverage when renting a car. The car rental insurance costs will not come out of your budgets. For a full listing of the benefits, please visit <http://www.bc.edu/offices/travel/amexcard.html>.

Q: Does my American Express Corporate Card affect my credit report?

A: Even though American Express is in the employee's name the card is not reflected on a credit report unless it goes into delinquency, at 120 days. At that point, it will go against an employee's credit score.

Q: American Express should be paid each month but how do I pay for a trip in the future? Do I have to pay it out of my pocket?

A: When you book future travel like airfare and hotel, you can request a Travel Advance through Accounts Payable to pay the American Express bill on time. After returning from the trip, you reconcile the expense report and cash advance. More information on Travel Advances can be found below.

Local Hotels

Please check out our website for a listing of great new local hotels with contracted prices. We have negotiated rates with DoubleTree Guest Suites in Cambridge, Marriott in Newton, Hilton in Back Bay and others. Some are offering transportation to the airport, to BC and to downtown Boston. These hotels are great for incoming speakers, visiting professors and consultants. For the list of hotels with rates and reservation numbers, please visit our website, <https://www.bc.edu/offices/travel/hotels.html>.

Egencia Corporate Travel (on-line)

Egencia is our low cost on-line travel agency. It includes all of our negotiated prices with airlines, hotels and car rentals. All other on-line travel companies do not carry our contracts. You will not receive the discounts on sites like Orbitz, Expedia, Travelocity and kayak. Recently, Egencia updated their site to include:

1. *Group Travel Planning* – Allows arrangers to book flights and hotels for up to six travelers at the same time, instead of searching and booking for each traveler separately.
2. *Pre-trip emails* – Which re-confirms travel plans and includes most up-to-date version of their itinerary, important messages, cancellation policies, web check-in, and relevant useful links.

BTA (Business Travel Account)

This is an American Express ghost account, which means there is no card. It is an account number that can be used to book travel for non-BC employees. If a department is hosting a speaker or visiting professor, this account can be used for booking airfare and hotel. The department will then receive a bill/invoice from American Express which they can pay directly. For more information on this program or if you would like to set up a BTA account for your department, please contact Carolyn Donoghue at 2-8911.

Travel Advances

Travel Advances should be used for pre-paid expenses such as airfare and hotel deposit. To apply for a travel advance, please Print/fill out the Travel Advance form from the PeopleSoft website (<http://www.bc.edu/traveladvance>) and send confirmation of the booking, all payments need to be documented. When completing the form, please be sure to include Chartstring information. When filling out an expense report on PeopleSoft Financials you must pull in outstanding cash advances for that employee. One important thing to remember is travel advances do not hit the budget until you return from your trip and have reconciled the travel plans.

Travel Authorizations

This new feature in PeopleSoft Financials that allows departments to encumber the funds for future travel plans which allows better control over the budget. As a reminder, all future travel plans should be discussed with manager.

EFT Program

All expense reimbursements can be deposited directly into your bank account - no more waiting for checks! If you would like to take part in this program, please fill out the [EFT Authorization Form](#) or call Teri Pierre at 2-0691.

Feedback

We would like to hear if you have used any of our contracted services or if you would like us to investigate contracting for any other travel services you may require. Please email Carolyn Donoghue at Carolyn.donoghue@bc.edu or call 2-8911.