

Corporate Travel Credit Card

NMSU has an agreement with Citicorp Diners Club to provide employees with credit cards to facilitate business related travel. Applications and brochures providing program details can be obtained by contacting the Department of Accounts Payable at 646-1189.

The following will provide employees with a description of the primary benefits and procedures related to the Citicorp Diners Club Corporate Card program.

A Corporate Card for Business Expenses

Employees are encouraged to use their Diners Club Corporate Card for their business related travel expenses. The card should not be used for personal expenses. NMSU will not be held liable for any charges incurred by the employee. Each employee will be solely liable to Citicorp Diners Club for the payment of charges to their account. NMSU will reimburse employees for expenses incurred on official travel in accordance with current travel policy.

Insurance

Card members are automatically covered with \$350,000 Travel Accident Insurance and \$1,250 excess lost baggage coverage when their common carrier tickets are charged on the Diners Club Corporate Card.

Diners Club Enrollment

Corporate Card Applications may be obtained below. Completed applications including all required signatures, should be submitted to the Department of Accounts Payable at 3AP for final approval and submission to Citicorp Diners Club.

[Corporate Credit Card Application \(Adobe Acrobat Version\)](#)

Cash Advances

Upon completion of Club Cash Enrollment form, obtainable below, employee travel advances are available through participating automated teller machines (ATM) and allow up to a limit of \$400 per day. There is a \$5.00 per transaction fee for each travel advance obtained from an ATM. NMSU will reimburse one \$5.00 transaction fee per trip if supported by an ATM receipt.

[Club Cash Enrollment \(Adobe Acrobat Version\)](#)

Termination of Employment

Diners Club accounts are cancelled automatically when an employee terminates employment with the University. Please send the cut up card to Accounts Payable at MSC 3AP.