

Central Travel System for Higher Education

When organizations are looking for comprehensive payment solutions to handle their travel-related expenses, they turn to U.S. Bank.

Streamline your travel expense payment process with one single account

The simplest method of billing and reconciling travel expenses is the U.S. Bank Central Travel System (CTS). This centrally billed cardless solution allows colleges and universities to charge travel expenses to one single account, regardless of traveler name. Organizations typically choose to set up an account for only one type of expense (e.g., air or rail) or a combination of expenses (e.g., air/hotel or hotel/car rental).

Save time, money and resources with more efficient payment processes

A CTS account helps travel managers:

- Improve efficiency and convenience by having just one account number to centrally bill all the organization's air, hotel or car rental charges
- Identify and monitor preferred suppliers for all types of travel purchases
- Streamline booking and reconciliation processes with travel agencies
- Reduce T&E expenditures by leveraging purchase of advance or discounted tickets in lots
- Provide travel accident and auto rental insurance and Liability Waiver coverage
- Leverage centralized data and comprehensive reporting to achieve additional savings when negotiating with travel agencies or airline carriers

U.S. Bank Central Travel System...

A better way to streamline your payment programs to improve transparency and enhance control.



Stay in control and in compliance

CTS accounts offer higher education an array of payment controls such as Merchant Category Code (MCC) blocks, credit limits, geography, and account expiration dates. These settings can be established prior to or at the time of the account number's activation. In addition, institutions will find it easy to:

Consolidate Information — Managing multiple cardholder accounts is time consuming and it increases the possibility for errors. A single CTS account simplifies the reconciliation process and reduces administrative burdens.

Enhance data — Track misuse, negotiate favorable merchant contracts and continually improve a travel program, it is vital to have access to detailed transaction data. For that reason, U.S. Bank Access® Online Supplier Management Reports include enhanced travel data such as passenger name, flight number, airport codes, service class, carrier and departure times. Full itinerary detail, airline credit refunds and city pair reporting are also available.

Improve tracking — Before unauthorized purchases can be dealt with, they have to be identified. A CTS account offers unlimited sub-accounts to track spending by department, location or cost center for extra tracking and control.

Allow high level of control — The account number and expiration date is known only by the organization, not the cardholders making the reservations. Plus, this process also expedites the reservation, payment and reconciliation process for everyone involved: the organization, travelers, the travel agency and merchants.

For more information

From purchasing cards to access tools to complete electronic procure-to-pay systems, U.S. Bank offers organizations the solutions they need to cut costs and operate more efficiently. For more information, please call 866-274-5898, or visit usbpayment.com.

All of  serving you®



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