 11/8/2024

GUIDELINES FOR COMPANY GHOST CARD USAGE

The intent of the company ghost card is to pay for non-employee travel (interns, contractors, candidates) or airfare for employees who travel less than 2 times a year.

Following is reminder of the policy and clarification of the process when an employee doesn’t have a corporate card.

**Policy for payment on page 6 of the T&E policy:**

*Employees who expect to travel two or more times per year are required to obtain a corporate card. Requests for a corporate card should be made to* *FSST&E@fmi.com**. If an employee has not been issued a corporate card, the agent will charge the airfare to the company ghost card account. The employee shall provide the appropriate charge codes, including the company district number, department code and applicable project codes for billing. Please contact your local accounting department with any questions concerning these codes.* ***Employees are to use their corporate credit card (AMEX) for business travel-related expenses whenever possible.***

If an employee has reached their limit on their corporate card, an increase can be requested through T&E to cover the necessary charges. The increase can typically be granted quickly. See the 4th green box on this link: [Travel & Entertainment Policies (sharepoint.com)](https://fcx365.sharepoint.com/Sites/PHX-TEPOL/SitePages/Travel-%26-Entertainment-Policies.aspx)

If an employee **does not** have a corporate card the following process should be followed:

* Apply for a corporate card if you expect to travel two or more times a year
* Book reservations through the FM Travel Center
* Airfare only will be charged to the company ghost card by the FM Travel Center
* Hotels are paid by a Business Prepaid Card (not the ghost card). The employee should estimate the amount needed for hotel and meals and request a Business Prepaid Card:  [Travel & Entertainment - JPMC Prepaid Card Application.pdf - All Documents (sharepoint.com)](https://fcx365.sharepoint.com/Sites/PHX-TEPOL/Shared%20Documents/Forms/AllItems.aspx?id=%2FSites%2FPHX-TEPOL%2FShared%20Documents%2FPrepaid%20Card%20-%20JPMC%2FJPMC%20Prepaid%20Card%20Application.pdf&parent=%2FSites%2FPHX-TEPOL%2FShared%20Documents%2FPrepaid%20Card%20-%20JPMC)
* Car rental charges will go on the company’s direct bill account
* Reconciliation process of the Business Prepaid Card, along with other useful information can be found on this flow chart: [Travel & Entertainment - INTERN OR EMPLOYEE\_ VISA Prepaid Cards Flow Chart 2023.pdf - All Documents (sharepoint.com)](https://fcx365.sharepoint.com/Sites/PHX-TEPOL/Shared%20Documents/Forms/AllItems.aspx?id=%2FSites%2FPHX-TEPOL%2FShared%20Documents%2FPrepaid%20Card%20-%20JPMC%2FINTERN%20OR%20EMPLOYEE_%20VISA%20Prepaid%20Cards_Flow%20Chart%202023.pdf&parent=%2FSites%2FPHX-TEPOL%2FShared%20Documents%2FPrepaid%20Card%20-%20JPMC)