



U.S. Bank Event Planner Card

Consolidate your meeting and event expenses
with one payment solution

Planning a meeting or event is about more than just travel. Meetings and events often require invitations, registration materials, space, catering, production, speakers, and audio/visual equipment from disparate and sometimes unusual vendors. Payment for these items often falls outside the standard procure-to-pay process, which can lead to a lack of organizational control and oversight. With the U.S. Bank Event Planner Card, organizers have an efficient way to guarantee reservations, make deposits and pay for expenses, while your organization enjoys more cost-effective payment processing.

No matter what your role in the Strategic Meetings Management process, the event planner card offers numerous advantages:

- **Organizer** – book services quickly and easily to take advantage of availability and negotiated discounts; reduce administrative overhead through elimination of purchase orders and expense reimbursements; manage business expenses on-the-go with the U.S. Bank Access® Online Mobile app.
- **Manager** – gain immediate visibility to card spending; put appropriate levels of controls and approvals in place to better manage spending.
- **Treasurer** – effectively forecast cash flow requirements; streamline posting to financial systems.
- **Supplier** – accept guaranteed, prompt payment; mitigate cost and risk associated with unpredictability of invoice payment and collection.



Monitor and manage meeting and event expenses

- Give planners peace-of-mind and added security while managing meetings and events with travel insurance and emergency services.
- Segregate employee travel expenses from meetings and events for better budgeting and tracking.
- Issue cards that can be tied to organizers, events, departments/divisions, or any combination.
- Reduce administrative time and costs involved in paying for meetings and events.
- Increase control by customizing spending limits for each card through cash access restrictions, merchant category code blocking and overall spending limits.
- Reduce errors by automating payment and reconciliation processes.
- Consolidate data so you have a complete picture of all your meeting and event-related spend.

Empower your planners

- Configure program to meet your needs – allocate to key planners with portfolios of events, use as a single card for a centrally managed M&E department and open/close dynamically for single meetings.
- Create a more efficient purchasing process, allowing organizers to make necessary purchases without delay.
- Eliminate unnecessary administrative processes like invoicing, check cutting and reconciliation.
- Ensure that your suppliers are paid on time without organizers having to follow-up with finance department to ensure payment.
- Leverage buying power by obtaining consolidated online reporting of all your purchases.

Simplify financial management

- Control meeting and event spending via accounts with preset amounts that decline as purchases are made.
- Manage working capital more effectively by replacing multiple small transactions with a single payment to U.S. Bank.
- Utilize U.S. Bank Access® Online to monitor budgets across multiple meetings and events while ensuring they are delivered on time.
- Allocate meeting and event expenses to appropriate cost centers through Access Online reconciliation tools.

By using the U.S. Bank Event Planner Card you have one payment tool to capture all your meeting and event expenses. The event planner card reduces administration and streamlines reconciliation of meeting and event payments, so whether you are planning an event in Los Angeles or London, you obtain the level of visibility and control needed to make your meeting a success.



Features	Benefits
Around the world acceptance	Provides unsurpassed global acceptance in over 190 countries
Increased convenience and productivity	Enables employees to quickly and easily pay for meeting and event expenses without using paper-based procure-to-pay processes
Liability waiver protection	Provides \$100,000 protection, per cardholder, for fraudulent use or misuse of the card by employees (Association terms apply)
Flexible spending controls	Reduces out-of-policy spending and improves adherence with payment policies
U.S. Bank Access Online	Improves administration of your card program, with an easy-to-use, online reporting and program management tools
U.S. Bank Access Online Mobile app	Gives cardholders access to their commercial card account faster, safer and smarter than ever before. Whether they are looking to check available credit, view last transactions or verify account information – Access Online Mobile can help.
U.S. Bank Expense Management	Provides anywhere, anytime expense reporting for employees, while facilitating management's efficient review and approval of expenses
Comprehensive spend data	Ensures the highest levels of data integrity and spend consolidation to negotiate better supplier terms and pricing
Flexible integration with financial systems	Eliminates many manual processes such as data entry and filing

Redefining payments for today's business

From commercial cards to program management tools to innovative payment technologies, we offer organizations the solutions they need to cut costs, manage expenses and supplier payments, and operate more efficiently. For more information, please contact us at 866.274.5898 or visit usbank.com.