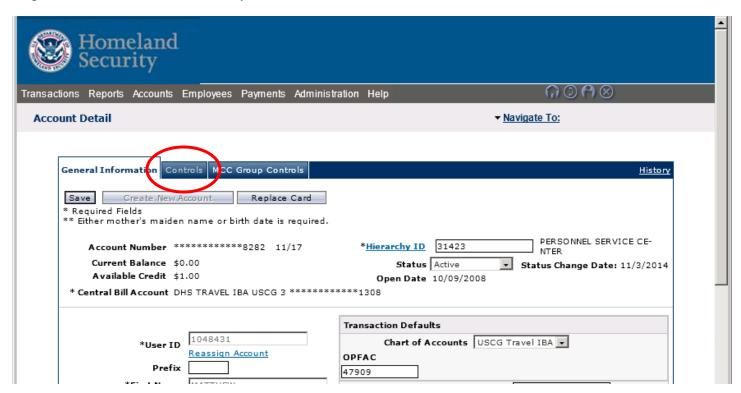Credit Limit Adjustments/Controls –Provided below is a step by step process for setting a credit limit on an account from within Paymentnet. Key rules:
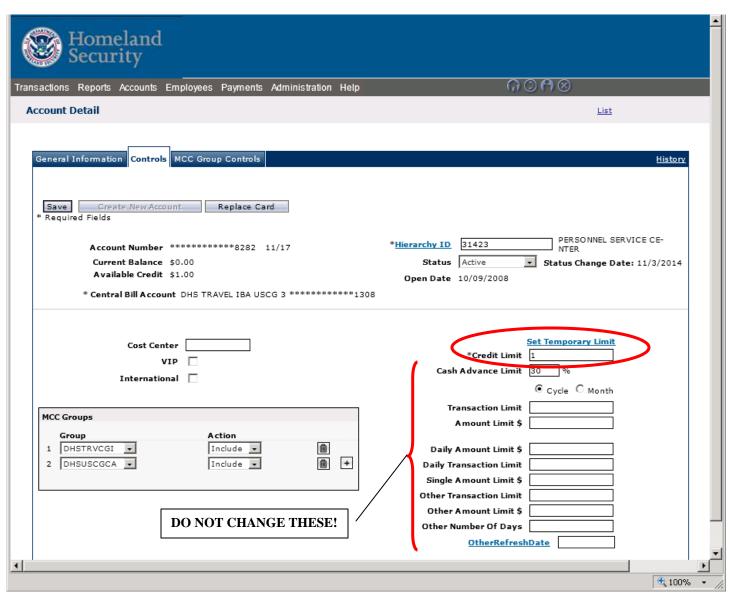
- *Permanent Limit* – Cardholders who travel 5 or more times per year can have a permanent limit set on their cards per CIM 4600.18.
- *Temporary Limit Increases* – This is the recommended method for setting credit limits for infrequent travelers. Just above the credit limit box on the Account Controls Screen, simply click on the blue Set Temporary Limit text. Temporary limits allow you to set the credit limit to align with the duration of the travel orders plus a couple days on either side. When setting the temporary limit, remember that SATO will generally ticket the airfare as much as a week in advance of the travel and the limit will need to be increased for the transaction to post.
- *Credit Limit Limits* – **As a Travel Manager your authority is limited to $9,999 (not a penny more)!** See Chapter 1, paragraph O.2.B of CIM 4600.18 for the process for requesting limits above your authority.

Step 1 – Find the account within Paymentnet and then click on the CONTROLS tab below:

Step 2 – From the controls tab you have the ability to enter a permanent credit limit or set a temp credit limit. Do not change any other settings on this screen. If you set a permanent limit, unless the traveler meets the critieria of a frequent traveler (5 or more times per year), you must lower the limit after the TDY period is finished. Permanent limits start immediately up hitting the SAVE button.

We strongly recommend you only set temp limits on accounts as detailed on the next page.

Step 3 – This is where you can set a temp limit. Provided below are some notes for you to consider when setting the limit:

a. Temporary Limit – It is recommended that you set the limit to be the amount of the orders plus a contingency amount to cover holds that are placed on the card when checking into a hotel or renting a car. As a rule of thumb, take the amount on the orders and add a 10% to 15% bump and then round to the nearest $500. Example: Orders are for $1,800 so the limit should be set at $2,000 ($1,800 + $180 = $1,980 which gets rounded to $2,000) or on the higher end $2,500 ($1,800 + $270 = $2,070 which gets rounded to $2,500).

b. Temp Limit Begin Date – We recommend you set the date to start between 7 and 10 days prior to the start of the orders to allow for a full 5-business days before the travel start date on the orders if air fare will be required for the travel period. NOTE: *The start date should always be set on a work day and not to start on a holiday or weekend….if the 7 days falls on a weekend move to the next earlier work day.*

c. Temp Limit End Date – Set this date to be the day after the completion of the travel to accommodate any delays. The limit does not need to remain set beyond the date of the orders even if there is a balance due on the account.

Homeland Security

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Temporary Limits - Accounts   Return to Account Detail

Would you like to add, change or delete temporary credit limits?

Temporary Limits can be set by entering the Temporary Limit, Limit Begin Date and Limit End Date, or to remove an existing temporary limit, check the box. Then, click the 'Save' button to submit your changes. Otherwise, click the 'Cancel' button to return to the Account Detail screen.

	Permanent Limit	Temporary Limit	Limit Begin Date	Limit End Date	Remove Temp Limit
Credit Limit $	1				
Cash Advance Limit %	30				
Cycle Transaction Limit					
Cycle Amount Limit $					
Daily Amount Limit $					
Daily Transaction Limit					
Single Amount Limit $					

DO NOT CHANGE THESE!

Save   Cancel

NOTE: This page is shown for reference only. No changes should ever be made to this page by the Travel Manager.