

## WHAT IS A SET CARD?

It is an Intermountain-billed Visa credit card given to employees who travel on overnight business travel only occasionally (less than once per year). It is valid for a short period of time and expires when the trip is complete. It holds a stored value amount pre-approved by the traveler's supervisor for use with hotels, meals, transportation, and airlines.

The SET card can take as few as two days to receive.

If travel is expected to be more often than once per year, a person should apply for a permanent I-Card.

## HOW DOES AN EMPLOYEE GET ONE?

- 1- Visit the I-Card website from Intermountain.net
- 2- Gather estimates for hotel/airline/car rental either from Travel Services or the documentation for the conference or event  
<https://my.intermountain.net/travel/Pages/businessTravel.aspx>
- 3- Fill out the SET Card Request form
- 4- Have it signed and submit it electronically as an attachment via email to [icard@imail.org](mailto:icard@imail.org) or fax to 801-442-0306

The card number will be communicated to the Intermountain Travel Dept

## WHAT ARE THE REQUIREMENTS?

Before the trip:

The card should be obtained in time to make the airline reservation or any other advance purchases such as deposits. The card will be given to an employee who has met the following requirements:

- 1- Submitted an approved SET Request Form
- 2- Electronically agreed to the [I-Card Agreement](#) as assigned
- 3- Completed two online training assignments through [My Learning](#)

During the trip:

- 1- Use the card for every possible expense
- 2- Stay within the expenditure guidelines established by the supervisor
- 3- Keep receipts
- 4- Abide by the rules of usage

After the trip:

- 1- Shred the card
- 2- Cardholder or their proxy performs a review of all transactions in the PeopleSoft Expense Module within 20 days.

# Ready – Get SET – Go!

# What is a Single Event Travel (SET) Card



Administered through the  
I-Card Program

Information:  
[Intermountain.net](http://Intermountain.net) A-Z Index  
801-442-3000 Option 1  
[icard@imail.org](mailto:icard@imail.org)