

## Purchasing Card Travel Tips

When you travel with a Pcard, your card is equipped with special parameters which prevent fraud restrictions from being placed on your Wells Fargo account. These parameters broaden the types of vendors you can purchase from, as well as allow you to make purchases in places far from your usual spending territory. While these parameters are useful, they are not perfect. There are additional steps that you as a cardholder can take to prevent your card from being flagged:



- Prior to leaving, check in with the Controller's Office to make sure that your card has the **correct permissions**. If you are traveling to a rural location and suspect vendors will not take electronic payments, inquire about setting up a **cash advance** feature on your card. Send an email to [pcard@up.edu](mailto:pcard@up.edu) to let us know when you are planning to travel, as well as to ask any questions related to your Pcard.
- When in a new geographical location, **do not make a small first purchase**. Try to purchase something that costs the equivalent of \$5 or greater.
- If you are making purchases through apps or online services (ex. Uber, Lyft, Doordash, etc.), make sure that your **billing address** is UP's address (5000 N Willamette Blvd., Portland, Oregon 97203-5798) and not your personal address. You can change this in the app settings prior to making your purchase.



If your card does get declined, notify [pcard@up.edu](mailto:pcard@up.edu) right away and include the type of purchase you were attempting to make (food, gas, etc.) as well as the approximate dollar amount. We will call Wells Fargo and have them remove the fraud restriction from your account as soon as possible. If you would prefer to call them yourself, their number can be found on the following page (in the U.S. or Canada, call 1-800-289-3557).

**\*\* If you lose your card or it is stolen, or if you believe there is fraud on your account, call Wells Fargo **immediately** and report it. We cannot report fraud on cards- only the cardholder or their approver can do this. After contacting Wells Fargo, send us an email at [pcard@up.edu](mailto:pcard@up.edu) so that we are aware of the situation and can expect to receive a replacement card for you. \*\***

# Universal International Freephone Numbers (UIFN)

Contact Wells Fargo by phone at no charge from outside the United States by dialing a country-specific number below. Within the United States dial 1-800-AT-WELLS (1-800-289-3557).

Country	Number to Dial
ANGUILLA	800-02893557
ANTIGUA	800-02893557
ARGENTINA	800-02893557
AUSTRALIA	800-02893557
AUSTRALOPT	800-02893557
AUSTRIA	800-02893557
AXTEL 1	001-8002893557
AXTEL 2	001-8002893557
AXTEL 3	001-8002893557
AXTEL 4	001-8002893557
BARBADOS	800-02893557
BELGIUM	800-02893557
BERMUDA	800-02893557
BRAZIL	800-02893557
BRITISH VI	800-02893557
CAYMAN IS	800-02893557
CHINA/CNC	800-02893557
CHINA/CT	800-02893557
COLOMBIA	800-02893557
COSTA RICA ICE	800-02893557
CYPRUS	800-02893557
CZECH REP	800-02893557
DENMARK	800-02893557
DOMINICA	800-02893557
FINLAND	800-02893557
FRANCE	800-02893557
GERMANY	800-02893557
GREECE	800-02893557
GRENADA	800-02893557
HONG KONG	800-02893557
HUNGARY	800-02893557
ICELAND	800-02893557
IRELAND	800-02893557
ISRAEL BEZ	800-02893557
ITALY	800-02893557
JAPAN NTT	800-02893557
JAPAN SB	800-02893557

Country	Number to Dial
KOREA DACM	800-02893557
KOREA-TELE	800-02893557
LATVIA	800-02893557
LITHUANIA	800-02893557
LUXEMBOURG	800-02893557
MACAU CTM	800-02893557
MALAYSIA	800-02893557
MEXICO 1	001-8002893557
MEXICO 2	001-8002893557
MEXICO 3	001-8002893557
MEXICO 4	001-8002893557
MONTSERRAT	800-02893557
NETHERLAND	800-02893557
NEW ZEA MO	800-02893557
NORWAY	800-02893557
PANAMA	800-02893557
PERU	800-02893557
PLDT PHILI	800-02893557
POLAND	800-02893557
PORTUGAL	800-02893557
RUSSIA	800-02893557
SINGAPORE	800-02893557
SING STARH	800-02893557
SLOVAK ST	800-02893557
SLOVENIA	800-02893557
SO AFRICA	800-02893557
SPAIN	800-02893557
ST KITTS	800-02893557
ST LUCIA	800-02893557
ST VINCENT	800-02893557
SWEDEN	800-02893557
SWITZRLND	800-02893557
TAIWAN	800-02893557
THAILAND	800-02893557
TURKS CAIC	800-02893557
UK C&W	800-02893557
UN KNGDM	800-02893557
URUGUAY	800-02893557