



MasterCard® Meeting Card

Manage event expenses more efficiently



introducing the
MasterCard
Meeting Card

A smarter way to allocate, manage, and control meeting costs

Unlike individual corporate cards, the MasterCard® Meeting Card provides the greater spending power and cost controls needed when planning conferences, trade shows, and other corporate events. Fast and easy to issue, companies can designate different cards for different meetings by loading budgets for each event on a MasterCard Meeting Card.

Each meeting's expenses can be tracked in one place, eliminating overlap from meeting to meeting and improving overall cost management. And because the MasterCard Meeting Card is flexible and customizable, companies can easily adapt it to their specific budgeting needs for each event.

The MasterCard Meeting Card is part of MasterCard Workplace Solutions®—a suite of targeted solutions designed to help companies better manage a variety of employee payment programs.

Classify expenses better

The MasterCard Meeting Card lets you separate personal travel expenses from the costs involved in planning a particular meeting. All purchases are automatically captured and can easily be interfaced into the general ledger system, reducing the administrative time and costs involved in accounting for large events—while greatly reducing the possibility of human errors.

Easy to issue, easy to use

The MasterCard Meeting Card is a stored-value card solution that planners and administrative staff use to facilitate planning, track expenses, control costs, and simplify payment of all event-related purchases. They can customize distinct controls for each card, including overall spending limits, single-purchase limits, and approved merchant category acceptance. Cards can easily be loaded and reloaded with any dollar value they choose. Planners then have easy access to their allotted funds and can use their MasterCard Meeting Cards at millions of businesses worldwide. They can even track budgets in real time by viewing transactions through an online reporting tool that provides immediate access to transaction data through customized reports, which can be made to correlate with a company's budget reporting system.

Michelle works for a major pharmaceutical company.



Problem

The company just received final FDA approval for a new cholesterol drug. Responsible for planning a series of regional meetings to introduce the new drug to the 150-person sales force, Michelle assembled a team of three planners, all of whom had their own budget and vendor networks.

Solution

Michelle provided MasterCard Meeting Cards to each member of her team. By setting overall spending limits and approved merchant acceptance, she was able to track and control overall spending, ensuring that each coordinator stayed on budget. Michelle also linked all MasterCard Meeting Card transactions to MasterCard Smart Data OnLine,[™] a state-of-the-art, web-based reporting application. This enabled her to track

budgets in real time on a meeting-by-meeting basis, consolidate all meeting expenses into easy-to-view reports, and further control spending and vendor dynamics.

Bottom line

The MasterCard Meeting Card gave Michelle the flexibility and control she needed to more efficiently manage the entire planning process, while providing immediate and easy access to funds for each member of the planning team.

MasterCard
Meeting Card | at
work

Strengthen vendor relationships

Paying vendors more efficiently goes a long way to creating better working relationships. Because the MasterCard Meeting Card makes invoicing and check cutting unnecessary, the vendors your company works with are assured of getting paid on time. This not only generates goodwill, it creates an opportunity to negotiate more favorable pricing terms for the goods and services essential to producing successful meetings and special events. And it saves both vendors and meeting planners the considerable time it often takes to track down payments from finance, distracting them from planning successful meetings.

MasterCard Smart Data OnLine[™]

This state-of-the-art, web-based reporting solution can be used to enhance many of the tools that make up the MasterCard Workplace Solutions suite of targeted programs. Sophisticated and comprehensive, MasterCard Smart Data OnLine consolidates company expenses into easy-to-view reports that help companies further control employee spending and vendor dynamics.

Improve productivity

By making it easier for planners to manage the costs involved in producing events, the MasterCard Meeting Card facilitates the entire planning process—containing costs and increasing productivity. The MasterCard Meeting Card also improves the planning and purchasing process by:

- Providing immediate access to meeting funds, 24/7/365.
- Delivering enhanced travel data.
- Minimizing check cutting and issuing.
- Creating detailed reports that assist planners in tracking and budgeting expenses on a meeting-by-meeting basis.
- Eliminating time-consuming paperwork.
- Producing an electronic audit trail of all expenses, to ensure that funds are used correctly.
- Providing greater security and protection of funds.
- Delivering the data needed to conduct a post-meeting cost-basis analysis which can be used to determine a meeting's success.

RESEARCH SHOWS

U.S. businesses spend more than \$40.8 billion planning, facilitating, and conducting business meetings annually. Mercator Advisory Group estimates that prepaid cards can capture up to 15% of the overall spend, or \$6.1 billion.



As your best partner, MasterCard is committed to providing the payment solutions you need, when you need them. From ongoing product development for the MasterCard Meeting Card, to innovative new MasterCard Workplace Solutions, MasterCard International will continue to help companies meet the challenges presented by today's increasingly dynamic work environment.

A man in a grey suit and glasses is speaking at a wooden podium. He is looking down at a piece of paper on the podium. The background is a blurred audience of people. The lighting is warm and professional.

manage
costs better

provide the
higher spending limits
events require

facilitate
planning

MasterCard Workplace Solutions > Meeting Card

Workplace Solutions MasterCard Workplace Solutions MasterCard Workplace Solutions MasterCard Workplace

To learn more about how the MasterCard Meeting Card can help your company better manage event-related spending, contact your MasterCard representative at **1-888-321-9119** today. Or visit us on the web at **www.mastercardbusiness.com/workplacesolutions**.

*MasterCard
International*



MasterCard International requires submission of a Special Issuing Application for each Workplace Solutions program.