

Requesting a Travel Card

- A. Overview:
This procedure describes the process for completing and submitting a “Travel Card – Cardholder Enrollment/Change Form”.
- B. Performance Standard:
Within 5-7 business days of receiving a properly completed “Travel Card – Cardholder Enrollment/Change Form”, the Card Program Administrator notifies the Cardholder of the request’s disposition.
- C. Quality Control:
1. The employee accurately completes the “Travel Card – Cardholder Enrollment/Change Form”, which is approved by their Department Manager.
 2. The Card Program Administrator ensures that an authorized individual has signed as the Department Manager and gives the final review and approval.
- D. Record Retention:
The Card Program Administrator retains all approved and declined Travel Card enrollment forms, Cardholder transfers and lost/stolen/destroyed card information for 3 years in a secured location. After this retention period, the records are destroyed.
- E. Responsibilities:
- a. The employee, requesting a Travel Card, completes the “Travel Card Cardholder Enrollment/Change Form”.
 - b. The Department Manager authorizes the “Travel Card Cardholder Enrollment/Change Form”.
 - c. The Card Program Administrator submits the request to the bank, ensures the proper retention of Travel Card documentation and receives/distributes new Travel Cards.
 - d. The Card Program Administrator and/or the Director of Purchasing approve or decline all Travel Card requests.
- F. To complete the enrollment form, the employee:
- a. Accesses the “Travel Card – Cardholder Enrollment/Change Form”,
 - b. Selects the action (Initial Enrollment or Change to existing account),
 - c. Enters the following information:
 - Last Name,
 - First Name,
 - Middle Initial,
 - Home Address,
 - University Building and Room,
 - Statement Mailing Option (Send Statement to Home Address or Send Statement to University Address),
 - Two of the following three:
Social Security Number, Date of Birth or Mother’s Maiden Name
 - Home Phone,
 - Department Name,
 - Organization # (cost center),
 - Office Phone,
 - d. Saves and prints the form,
 - e. Signs the form,
 - f. Obtains their Department Manager’s signature,
 - g. Forwards it to the Card Program Administrator.

- G. To process the request, the Card Program Administrator:
 - a. Confirms that the information is accurate.
 - b. Ensures that an authorized Department Manager signed the form,
 - c. Verifies the operating budget for the requesting department to compute the appropriate spending limits,
 - d. If the request is approved, then the Card Program Administrator:
 - i. Submits the request to the bank,
 - ii. Enrolls the Cardholder in Travel Card Training.

- H. When the Travel Card is received from the bank, the Card Program Administrator inspects and issues it to the Cardholder at the conclusion of the mandatory training session, and obtains the Cardholder's signature on the completed "Travel Card Acceptance Form".