

Travel Card Application Process

The Travel Card is a corporate credit card, available to all full-time University of Miami employees that travel on University business. It provides a convenient method to pay for business expenses while traveling, without using personal funds.

Use this guide to apply for a Travel Card

Before Application Process: The Travel Card is a corporate credit card, available to all full-time University of Miami employees that travel on University business. It provides a convenient method to pay for business expenses while traveling, without using personal funds.

Check if the following apply:

- There is no current cardholder in the department, or the current cardholder is leaving the University.
- Employees who travel frequently (three or more trips in a fiscal year) or who are likely to incur substantial travel costs (e.g.: field work which includes student travel expenses). For infrequent travelers (less than three travels per year) please follow the reimbursement process. Any questions reach out to [Disbursements](#).

Travel Card Application Steps

1. Complete the Travel Card Use Agreement Form and return to travelcard.ap@miami.edu .	Include the following information: • Applicant's full name • Applicant Workday Employee ID Find Employee ID in Workday • Applicant's Signature & Date • Supervisor's Signature & Date • Cost Center Manager's Signature & Date
2. Applicant completes the ULearn course <i>Travel Card (TCard) Training</i> , with a score of 100%. TIP: Google Chrome is the preferred browser	 Travel Card (TCard) Training Online Class University of Miami ILT \$0.00 The purpose of this module is to provide new cardholders with other important information.
3. Corporate Card Services will request that U.S. Bank send the online application and instructions to the applicant. The applicant should watch for an email from "U.S. Bank."	When completing the application:

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TIPS - Application Form

Field Name	TIP
Account Owner's Information	(leave blank)
Comments	
Optional 2	Enter Employee ID (E.g., 5xxxxxx)
	Find Employee ID in Workday
Mailing Address	(Cardholder's home address)
Email Address	(Email ending in only @miami.edu.
	Important: The address should not contain @med, @rsmas, @law, etc.
	(Enter 5 zeros, followed by the last 4 digits of the Workday employee ID.
	E.g., 000-00-####
4. A Travel Card will only be issued after all requirements are met. Once approved, the applicant can expect to receive a card in the mail after 7-10 business days from the processed date.	

For questions, contact TravelCard.ap@miami.edu.