



UCDAVIS

Supply Chain Management

UC Davis Travel Visa Card (Travel Card)


October 2018

2018 Travel Card Updates

- ▶ **Training** is now required to apply for a Travel Card
- ▶ **Credit limits greater than \$10,000** now require department head approval
- ▶ **A Department Transfer Form** is now required when moving to another department

This and other information is available at our NEW WEBSITE:

<https://supplychain.ucdavis.edu/>



Learn if you are eligible, ready, and how to **apply for a Travel Card** on the links below.

Who can obtain a card?

UC Davis career and contracted employees are eligible for a card.

What do you need to apply for the card?

After verifying eligibility, ensure you have all the information and software required to proceed with the application process by reviewing the list below.

1. Kerberos login ID and passphrase.
2. Department Head approval
 - Department Head signature will be required after applicant completes and signs the application.
3. Department chart and account number.
 - Contact your department's account manager/fiscal officer to obtain this information.
4. **Travel card online training certificate of completion.**
 - Complete the online Travel card training available at lms.ucdavis.edu.
 - Attach certificate of completion to your Travel card application in step 4, below.
5. Preferred internet browser (*the online Travel Card application can only be accessed using Chrome or Firefox web browsers*).
 - Google Chrome
 - Firefox
6. Adobe Acrobat Reader version 4.0 or newer.


How do you apply for the card?

Upon determining eligibility and readiness, follow the steps listed below to apply for a card. A notification will be sent to each applicant once his/her application has been received and approved.

1. [Complete the online training](#). The application link is available at the end of the training.
2. [Complete the application online](#), print, read the agreement, sign, and date.
3. Forward the completed and signed application to your Department Head for his/her signature.
4. Email a copy of the fully executed application **and the Travel card online training certificate of completion** to travelhelp@ucdavis.edu

Additional notes:

- Enter “RUSH” on the subject of the email if requesting expedited processing and delivery.
- Request in the body of the email if you need a credit limit greater than \$5,000.
- Allow 7–10 business days for processing and 10 business days for US Bank to mail the card to your address.



The Travel card by default has a \$5,000 credit limit.

Cardholders may request an increase on their Travel card credit limit to a maximum of \$10,000 without approval from the department head. Credit limits greater than \$10,000 require authorization from the department head.

All Travel card increase requests must be submitted to travelhelp@ucdavis.edu.

Please provide the following information when submitting the request:

1. Amount of the requested credit limit
2. Reason for the increase
3. Duration of the requested credit limit (permanent or temporary; If temporary please provide an end date)

After the request is submitted and verified, the Travel Help desk will inform the cardholder when the new card limit is in place.

Travel Card Request Number:

UC Davis Travel Visa Card Department Transfer

[= Required Field]*
Print, sign and submit to travelhelp@ucdavis.edu
Subject Line: Travel card department transfer for [insert cardholder name].

*Cardholder Last Name	M.I.	*First Name	*Employee ID
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Cardholder Agreement

My signature below verifies that I understand and agree to all of the following:

- Eligibility is based on employment status, not personal credit card history.
- The Travel card is to be used for approved University of California business travel and entertainment charges, in accordance with UCOP Policies G-28 and BUS-79. Failure to comply with the requirements of the Travel card may result in disciplinary action, including termination and card closure.
- I understand it is my responsibility to ensure timely payments are made to U.S. Bank by submitting the Travel & Entertainment reports within 30 days from the transaction date.
- I understand all late fees are my responsibility.
- I have previously received the full cardholder agreement provided by U.S. Bank and I agree to the terms and conditions.
- Federal law requires University personnel to access my date of birth and tax identification number to verify my identity.
- I will notify the Travel Help Desk at travelhelp@ucdavis.edu of any foreign travel 10 days prior to departure date.

*Cardholder Signature	*Date Signed
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Department Agreement

My signature below verifies that the sponsoring department agrees to the following:

- The employee's home department will ensure and verify the Travel card is to be used for approved business travel and entertainment charges only.
- In the case of inappropriate use or failure to keep the account current, the department will be responsible for assisting Supply Chain Management with the resolution of outstanding issues and may be required to use department resources to pay outstanding debt.
- The employee's home department will notify the Travel Help desk at travelhelp@ucdavis.edu prior to any employee separations.

*Department Head Name	*Department Chart & Account Number
*Department Head Signature	*Date Signed

This application is only for official University of California, Davis use.