

Corporate Travel Card Application Procedures

Travel Card Use Agreement Form

Print the Travel Card Use Agreement Form. Sign the agreement form and obtain your supervisor's signature.

Send by one of the following methods:

- *Scan* and email to darlene.durham@ttuhsc.edu
- *Fax* to 806.743.7847 Attention: Darlene Durham
- *Campus Mail*
Travel Card Coordinator
STOP 6250
Lubbock
- *US Mail*
Travel Card Coordinator
Texas Tech University Health Sciences Center
3601 4th Street, STOP 6250
Lubbock, TX 79430-6250

Online Travel Card Application

Access the Citibank online travel card application at the following link:

<https://home.cards.citidirect.com/CommercialCard/Cards.html>

- **Click** *Apply for Card* under *First Time Users*.
- **Select** the second option – *Invitation Passcode*.
- **Enter** Invitation Passcode: travel739 (lower case).
- **Enter** Inviter's email address: darlene.durham@ttuhsc.edu
- **Enter** Card Embossing Information (First Name, MI, Last Name).
- **Enter** Contact Information. You are ***STRONGLY*** encouraged to enter your home address rather than work location. This is where your card and statements will be mailed. Your card will arrive in a plain white envelope.
- **Enter** Residence Information.
- **Enter** Additional Information. Provide all required information – Social Security Number, Date of Birth, and Employee ID (This is your R# - enter the letter R followed by eight digits – no space between R and digits). Social Security Number and Date of Birth cannot be viewed by the Travel Card Coordinator. Only Citibank will have access to this information. **DO NOT ENTER anything into the Default Accounting Code field.**
- **Submit**. This sends your application to the Travel Card Coordinator.

Once you have submitted your application and the signed Card Use Agreement Form is received, the Travel Card Coordinator will approve at the HSC level and submit to Citibank. It generally takes 7-10 days to receive your new card.