

Corporate Travel Card Application Procedures-HSC El Paso

Travel Card Use Agreement Form

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

Send by one of the following methods:

- *Scan* and email to travelep@ttuhsc.edu
- *Campus Mail*
Payment Services ELP
Travel Card
- *US Mail*
Texas Tech University Health Science Center *at* El Paso
5001 El Paso Drive
Attn: Payment Services ELP
El Paso, TX 79905

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 the Card under First Time Users.
- Select the second option – Invitation Passcode.
- Enter Invitation Passcode: **travel774**
- Enter Inviter's email address: lupe.alvara@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 the 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#). Social Security Number and Date of Birth cannot be viewed by the Payment Services Team in El Paso. 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 Payment Service Team.

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