Texas Tech University Health Science Center El Paso

Travel Card Application Procedures

Travel Card Use Agreement Form

Before an online application with U.S. Bank can be submitted, the employee should review and sign the Travel Card Use Agreement Form. The agreement form requires the signatures of both the employee and the supervisor.

Send the signed agreement form to travelelp@ttuhsc.edu.

Online Travel CardApplication

After the completed Travel Card Use Agreement Form is received, the Travel Program Administrator will initiate the application through U.S. Bank Access Online.

The applicant will receive two emails needed to start the process.

The first email includes a link to begin the cardholder setup. **The link expires 14 days after you receive it; therefore, it is recommended that you start the online application process promptly.**
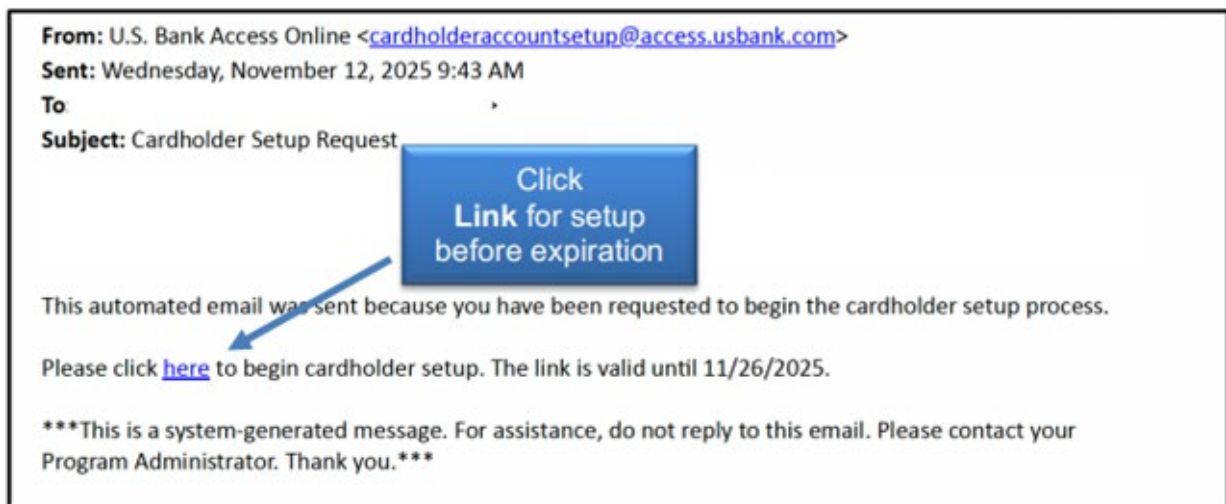
The second email includes the required authorization code.

Note: The code in the email below is an example only; use the code you received via email.
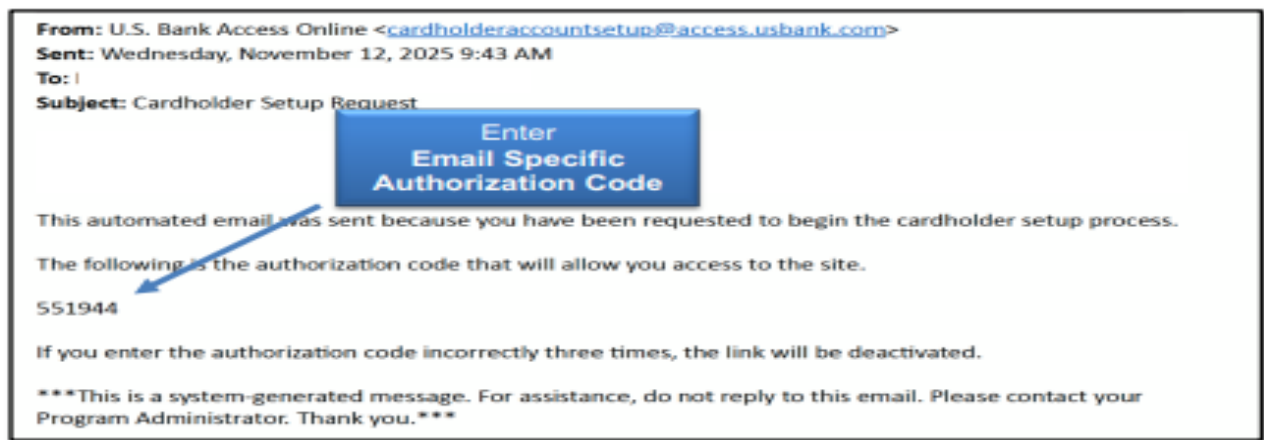
Completing the Application

To complete the online application, follow these steps:

1. Enter the **Authorization Code** and click **submit**.

Account Setup Request

Enter the Authorization Code sent to your email address.

Authorization Code

[   ]

Submit

2. Enter the following information for the **Account Owner's** fields:
    - Name- Last name, First name, and Middle Initial (optional)
    - Social Security Number
    - Personal Mailing Address (location the card will be mailed to)
    - Phone numbers(s) – TTUHSC EP work number and personal cell phone number
    - Email – use your **ttuhsc.edu** email address. **Do not** use a personal email account
    - Optional 1 field – leave blank
    - Optional 2 field - Employee ID (known as your R-number)
    Note: **Do not enter any comments in the Account Owner's Information Comments field.**

3. Enter the following information in the **Legal Information** fields:
    - Name – Legal First and Last name
    - Date of Birth

- Legal Residential Address – select "Use Mailing Address".

Note: **Do not enter any comments in the Legal Information Comments field.**

4. **Submit** the application
   - Once the online application is submitted, the Travel Program Administrator will complete a final review and approve it at the HSC El Paso level and submit it to U.S. Bank.
   - Allow U.S. Bank up to 7 – 10 business days to review your application.

If you have questions or need additional information, contact the Travel Office at travelelp@ttuhsc.edu.