

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

<p>1. Complete the Travel Card Use Agreement Form and return to travelcard.ap@miami.edu.</p>	<p>Include the following information:</p> <ul style="list-style-type: none"> • 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
<p>2. Applicant completes the ULearn course <i>University Travel Card Program (US Bank)</i>, with a score of 100%. TIP: Chrome is the preferred browser</p>	<div style="display: flex; align-items: center;">  <div> <p>University Travel Card Program (US Bank) Online Class University of Miami ILT \$0.00</p> </div> </div>
<p>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."</p>	<p>When completing the application:</p>

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

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 (Cardholder's home 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-####)
Mailing Address	
Email Address	
Social Security Number	

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.