Travel Talks

Today’s Agenda

Requesting a Travel Card
- Blackboard
- Application

Q&A Session

This presentation will be recorded for future viewing
Travel Talks to continue WEDNESDAYS @ 1:30
Requesting a Travel Card
Louisville.edu/travel
YOUR ONE-STOP SHOP!

Look for the link to “Request Travel Card”

You will need to sign in using your UserID and password
Request Travel Card

*Note: if requesting multiple cards, THERE’S A LINK FOR THAT!
Multiple Cards?

Travel Card Request - Multiple Cards

by Robertson, Sarah — last modified Feb 29, 2012 11:59 AM

This form can be used for requesting more than one individual Travel Card. Please use this excel Travel Card Multi-Request form (save data) and attach prior to clicking "Submit" at the bottom of this web form.

Before submitting the request for a travel card, please make sure that an APPROVED Expense Profile is completed for the Traveler, Proxy and Approver. The information in the expense profile is REQUIRED for the travel card application.

Upon submission, our office will review the submitted form and setup employees with blackboard testing and begin travel card application.

Expenses Profile Request Instructions

Email Address (Employee Submitting Request):
asept.connelly.1@louisville.edu

Multiple Travel Cards requested: attach Multi-Request form from above and upload to this submission request.
Your Patience is Needed

- The Travel Office Mailbox will receive an email with this information

- What will happen next?
  - The cardholder will receive an email with an Application
  - The cardholder will be set up to take the Travel Card Policy/Procedures Test in Blackboard
    (Please wait to receive this email before asking for access)

Sidenote: wait times have lengthened due to staffing
Tests? I hate those!

https://blackboard.louisville.edu/

- Choose the “Organizations” Tab
- Choose Travel Card
Tests? I hate those!
YOU DID IT!

Test: Cardholder must score 20/20
   - Test can be taken multiple times

Application: Cardholder must acquire the proper signatures

Send completed application and acknowledgment of completed test to Travel@louisville.edu

Once the card has been ordered, you will receive a confirmation email.

   - Shipping and processing: 7-10 Business days
   - Time is variable, currently
Now What!?

You will get a confirmation from the Travel Office that the card has come in, been processed, and ready to be picked up!

Come visit us at 2215 S Brook St!
Travel Card Quick Facts & Reminders:

Activating a Travel Card:
- Call 1-800 number on the back of the card
- The card pin is the last 4 digits of the Carholders’ Employee ID

Sign the Travel Card!

Travel Card Billing Address:
2215 S Brook St
Louisville, KY 40208

Personal Purchases, including personal meals, are strictly forbidden!
QUESTIONS
COMMENTS
CONCERNS