

Travel Charge Cards are Changing

Attention Travel Cardholders,

Your travel card with GE MasterCard will be cancelled effective February 28, 2009.

Your card will be cancelled because the Department of Accounts has awarded the Travel Charge Card Program to a new vendor, Bank of America.

Your immediate action is required.

Anyone who currently has a GE MasterCard must complete the necessary steps in order to obtain a new Bank of America Travel Card. If these steps are not followed the cardholder will not be eligible to receive a Bank of America Travel Card and will be required to use personal funds for travel expenses while on official state business and request a travel reimbursement according to our policy upon completion of your trip.

Please review the Cardholder Information Sheet, the Travel Card Request Process, and complete the Employee Agreement and be on the lookout for an **e-mail the week of January 19, 2009** from the Commonwealth of Virginia Charge Card Administration. This e-mail will contain specific information to assist you in applying for your new travel card.

Please note that this is a one-time access to complete your online application and is only valid for 60 days. You will be asked for your social security number, date of birth, home address (must be your home address) and requested cycle limit. The cycle limit is the card limit. If you require a limit greater than the maximum of \$5,000.00 the Program Administrator must contact DOA's Charge Card Team for assistance. If this applies to you, you must send a memo to the Program Administrator detailing the requested limit and the justification for the higher limit. This memo, on letterhead, must be signed by the cardholder and their supervisor.

Each applicant must complete the new Employee Agreement and send it to the Program Administrator. The Program Administrator cannot approve and submit your application without having the Employee Agreement signed (original) and in our files. All applications will be reviewed by the Program Administrator for compliance and sent to Bank of America for their review. Once reviewed and accepted by Bank of America you should receive your card within 7 to 10 business days at your home address.

New Policies with Bank of America

- **Delinquency** - If any cardholder has become 91 days delinquent, your agency (Old Dominion University) will deduct the total delinquent charges on your card from your pay and pay Bank of America directly. Your travel card will be permanently closed. This will occur regardless of whether or not reimbursement for travel costs has occurred.

- **Maintaining card delivery/statement billing address** - Cardholders are responsible for maintaining their card delivery and statement billing address (home address only) with Bank of America. Program Administrator's can no longer maintain the address.

Program Administrator - Your program administrator is Barbara Stokes. You may reach her via e-mail at bstokes@odu.edu or extension 3-4813.

Backup Program Administrator - Your backup Program Administrator is Cori Duck. You may reach her via e-mail at cduck@odu.edu or extension 3-6977.