

**OLD DOMINION UNIVERSITY
ACCOUNTS PAYABLE PROCEDURE MANUAL**

Title: Corporate Travel Card

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A. PURPOSE

This procedure provides instructions on how to apply for a Corporate Travel Card and general guidelines for the travel card program.

B. DESIGNATED STAFF

Accounts Payable Travel Supervisor (Program Administrator)
Accounts Payable Processing Supervisor
Accounts Payable Manager

C. PROCESSING CYCLE

Daily

D. REQUIRED RESOURCE MATERIALS

Corporate Travel Card Application (ODU Travel Charge Card - Request for Application)
Corporate Travel Card - Employee Agreement

E. GOVERNING POLICIES AND PROCEDURES

CAPP Manual Topic #20360 – Travel Charge Card
Accounts Payable Policies and Procedures

F. CROSS REFERENCE TO OTHER PROCEDURES

Accounts Payable Procedure 6-718 – Travel Advances - Employees

G. OTHER ODU OFFICES IMPACTED

All ODU departments

H. INVOLVEMENT EXTERNAL TO ODU

Bank of America

I. PROCEDURE:

Overview

Travel charge cards provide full and part-time faculty and staff who travel overnight more than five times a year with a means of charging expenses incurred while conducting official State business. Any employee who travels less frequently may obtain a travel card if approved by their supervisor. Students are not eligible to participate in the travel card program.

Payment of the Employee Paid (Individual Liability) Travel Card is the employee's responsibility. The total account balance is payable in full each month regardless if the cardholder has been reimbursed for the expenses.

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The employee is responsible for paying the total account balance in full each month regardless if the cardholder has been reimbursed for the expenses.

Dial 1-888-449-2273 to make payments by phone.

Access the Payment Center to make payments online.

<https://payment2.works.com/works>

Regular Mail

Bank of America

P.O. Box 15731

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For questions regarding this procedure and/or practice contact the Accounts Payable Manager at 683-4813, Accounts Payable Travel Supervisor at 683-5020, or Accounts Payable Processing Supervisor at 683-4528.