

**OLD DOMINION UNIVERSITY  
ACCOUNTS PAYABLE PROCEDURE MANUAL**

**Title: Corporate Travel Card**

**PravelcoTc 0rat7 Orc 0.00-4vell**

**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.

**OLD DOMINION UNIVERSITY  
ACCOUNTS PAYABLE PROCEDURE MANUAL**

**Title: Corporate Travel Card**

**Procedure: 6-730**

---

Noncompliance with travel charge card Tw 81 (el)3.1 ( )Tj Tc 201 ( )Tj (s7 (c)m.)-8.1 (el)3.1 ( )-11.3 (f)-2.8 (VIE

**OLD DOMINION UNIVERSITY  
ACCOUNTS PAYABLE PROCEDURE MANUAL**

**Title: Corporate Travel Card**

**Procedure: 6-730**

---

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

**OLD DOMINION UNIVERSITY  
ACCOUNTS PAYABLE PROCEDURE MANUAL**

**Title: Corporate Travel Card**

**Procedure: 6-730**

---

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.