

## How to Obtain a Government Travel Card

(No US Bank Application Required)

- Create Portal Ticket
  - Travel Card
  - Travel Card Request
- Subcategory
  - Process New Application
- Subject
  - Traveler's Name, Request New Travel Card
- Description
  - Traveler's email address
- Attachments (Upload)
  - AgLearn, USDA Travel Charge Card Completion Certificate
  - IBA Acknowledge Form, signed by traveler and supervisor
  - If new traveler and no Concur Profile yet, please upload the Government/Non-Government Profile Form for setup in Concur
- Once Portal ticket has been created and completed, Travel Specialist will work Ticket.
- As Travel Specialist works Ticket, traveler and travel arranger will receive emails from Travel Specialist.
  - *I have received your request for a government travel card and have entered it into the USBank system. You will receive two emails. One with a link to the online application, and the other with a 6-digit pin that you will need to use when clicking on that link. Complete the application within two weeks of receiving these emails. Once complete, you should receive your card within 7-10 business days.*
- Travel Specialist will receive email from US Bank stating traveler has completed US Bank on-line application, at that time
  - Travel Specialist will complete he/she's portion of the US Bank application. Once completed, US Bank travel card will take 7 – 10 business days for the new card to reach the traveler. Please watch for a plain white envelope with a return address of Cardmember Service, PO Box 6318, Fargo, ND. Traveler's Concur profile will need to be updated with account card number once traveler receives the card and it's activated. If an authorization has already been created please do not update the profile with the credit card information until the voucher has been created for that authorization.
- Travel Specialist will close Portal ticket as Complete.