



## Travel Card Use Agreement Form

Print and read over the Travel Card Use Agreement Form. The agreement form requires both the employee and supervisor's signature.

Send the signed agreement form by one of the following methods:

- Scan and email to [Travel@ttuhsc.edu](mailto:Travel@ttuhsc.edu)
- Fax to 806.743.7847, Attention: Travel
- Campus Mail:  
Travel Dept  
MAIL STOP 6250
- US Mail:  
Travel Dept.  
Texas Tech University Health Sciences Center  
3601 4th Street, STOP 6250  
Lubbock, TX 79430-6250

## Online Travel Card Application

Access the Citibank online travel card application by clicking the following link:

<https://home.cards.citidirect.com/CommercialCard/Cards.html>

- Click Apply for Card under First Time Users.
- Select the second option – Invitation Passcode.
- Enter Invitation Passcode: travel739 (lower case).
- Enter Inviter's email address: [veronica.medrano@ttuhsc.edu](mailto:veronica.medrano@ttuhsc.edu).
- Enter Card Embossing Information (First Name, MI, Last Name).
- Enter Contact Information.
- Enter Residence Information. You are **STRONGLY** encouraged to enter your home address rather than work location. This is where your travel card and statements will be mailed.
- Enter Additional Information. Provide **all** required information – Social Security Number, Date of Birth, and Employee ID (**This is your R# - enter the letter R followed by eight digits – no space between R and digits**). Social Security Number and Date of Birth cannot be viewed by the Travel Card Coordinator. Only Citibank will have access to this information. **DO NOT ENTER** anything into the Default Accounting Code field.
- Submit.

Once you have submitted your application and provided the signed Travel Card Use Agreement Form, the Travel Card Coordinator will approve at the HSC level and submit to Citibank. Please allow Citibank up to 7-10 business days to review your travel application.