



Bank of America Travel Card Program

Background

The Research Foundation (RF) offers Bank of America Visa Corporate Travel Card (T Card) for operating locations. The purpose of the program is to provide a convenient means for charging travel-related expenses while conducting official RF business OR reimbursable business and meals when the cardholder is not in travel status.

Bank of America Benefits

- Online customer service and support at 888.449.2273
- No annual fee.
- Visa Travel can be used everywhere Visa credit cards are accepted.
- Most cards have a \$5,000 spending limit, although operating locations may request a change in limits.
- Use spending data for strategic sourcing to negotiate supplier and volume discounts.
- Monitor compliance with policies and procedures including potential misuse.
- Cardholder advantages of using the corporate travel card include Insurance for Lost Luggage, Emergency Roadside Assistance, Auto Rental Collision Damage Waiver, and Travel Accident Insurance for air/common carrier travel.

Considerations and Restrictions

- Corporate Travel Cards will be made available to any employee that travels on RF business. Corporate Travel Cards should be used by central office staff in lieu of travel advances. After paying for travel related expenses using your corporate travel card, you can submit for reimbursement.
- Cardholders are responsible for paying their monthly card statements. The billing cycle for corporate travel cards ends on the last business day of the month and the grace period for payment is 21 days.
- All cards have a pre-set spending limit, although a change to limits may be made when the employee is not in travel status
- Please be mindful that your corporate travel card should be used for RF travel and related expenses only. Cards should **not** be used for personal use.
- Monthly statements are currently set-up to be sent to the cardholder's home address by the 9th but you may choose to receive statements electronically. You may also choose the online payment option in lieu of paying monthly statements via check. Monthly Statements, Account Summaries, and Online Payment set-up are accessible at [The Payment Center](#).

Obtaining a T-Card

Travel cards are requested from the bank by the Central Office AP department.

Ownership and Cancellation of the Travel Card

The Travel Card remains the property of Bank of America. It may not be transferred to, assigned to, or used by anyone other than the assigned employee. Bank of America or RF may suspend or cancel cardholder privileges at any time for any reason. The cardholder will surrender the Travel Card upon request of RF or any authorized agent of Bank of America. To cancel the card, the card should be forwarded to the Central Office AP department.

Lost or Stolen Travel Credit Cards

It is the responsibility of the cardholder to immediately report a lost or stolen travel card to the AP department. If you are unable to speak with someone directly (do not leave a Voice Mail) in the AP department, use Bank of Americas toll free number (1-888-449-2273).

Travel Card Security

Sign the card immediately upon receipt. The Travel Card can only be used by the person whose name appears on the card. Cards and card numbers must be safeguarded against use by unauthorized individuals within or outside the RF.

Spending Limits

Each Travel Card has a pre-set spending limit which may not be exceeded. NO PERSONAL EXPENSES ARE TO BE CHARGED TO THE TRAVEL CARD.

Disputed Items

It is the cardholder's responsibility to follow-up on any erroneous charges, returns, or adjustments and to ensure proper credit be applied on subsequent statements. The cardholder will contact the supplier first to resolve any outstanding issues, (most exceptions can be resolved this way). If the cardholder is unable to reach agreement with the supplier, the next step is to contact Candice Sherman in the AP department.

Questions about the Travel Card Program may be directed to Candice Sherman at 434-7032.

Send completed application to Candice.Sherman@rfsuny.org. Once this application is received, it takes approximately 7-10 days for card to arrive at home address. If you are an AMEX cardholder, please return to the administrator.