

## Requesting a Travel Card

1. Go to [University Travel Cards | Travel Services \(uconn.edu\)](https://uconn.edu/travel-services)
2. Select the link for Travel Card Training and take the training. You need to pass with at least a score of 85 when taking the quiz at the end of the training.

The screenshot displays the 'University Travel Cards' website. At the top, there are two buttons: 'Faculty and Staff Employee Travel Card' and 'Student Travel Card'. Below these, the 'Faculty and Staff Employee Travel Card' section is active. It features three buttons: 'TRAVEL CARD RESOURCES', 'TRAVEL CARD REQUEST', and 'TRAVEL CARD REQUEST STATUS'. Under 'TRAVEL CARD RESOURCES', there are links for 'Travel Card Manual', 'Travel Card Training' (highlighted in yellow), 'Travel Card F.A.Q's', and 'Increase Travel Card Limit'. The page is divided into two columns: 'Travel Card Use Approved Charges' and 'Travel Card Use Restricted Charges'. The approved charges list includes Airfare, Hotel, Train (Amtrak), Car Rental–Fuel for Rental, Baggage Fees, Conference Registrations, Individual Meal Costs, Business Meals, Gratuities, Ground Transportation, Taxis–Uber/Lyft, Local train services, Tolls, and Parking. The restricted charges list includes Alcoholic beverages, Personal / Non-business related charges, and Personal car gas. A 'Please Note' section states that charges not in full compliance with the University travel policy are considered restricted.

## University Travel Cards

Faculty and Staff Employee Travel Card      Student Travel Card

### Faculty and Staff Employee Travel Card

TRAVEL CARD RESOURCES      TRAVEL CARD REQUEST      TRAVEL CARD REQUEST STATUS

[Travel Card Manual](#)  
[Travel Card Training](#)  
[Travel Card F.A.Q's](#)  
[Increase Travel Card Limit](#)

**Travel Card Use Approved Charges**

- Airfare
- Hotel
- Train (Amtrak)
- Car Rental–Fuel for Rental
- Baggage Fees
- Conference Registrations (Includes virtual conferences)
- Individual Meal Costs (If not claimed on per Diem.)
- Business Meals (review approval guidelines in the [Travel Policy](#))
- Gratuities
- Ground Transportation
- Taxis–Uber/Lyft
- Local train services (e.g., MetroNorth, MBTA, etc.)
- Tolls
- Parking (excluding all Bradley Airport Parking. Bradley Parking Pass should be used.)

**Travel Card Use Restricted Charges**

- Alcoholic beverages
- Personal / Non-business related charges
- Personal car gas

**Please Note:** Any charges NOT in full compliance with University travel policy, are considered restricted.

Once you have completed the quiz, you will need to print out your certificate (save it as a PDF).

Successful

Completed on: 11-19-2019

PRINT CERTIFICATE

LAUNCH

Progress and Activities

Overview & Other Information

History

English | Web Based Training | Class ID: 00030824

Total duration: 00:12 Hrs

Activities

Travel-Card Training

Completed

RE-LAUNCH

Passing score: 85

Score: 95

Completed on: 11-19-2019

Once you have your PDF of your certificate, go back to the main training page and select Travel Card Request, and it will prompt you to log in with your NetID and password. It may have this information filled in automatically for you to log in.

You will see a pop-up stating that the training has to be completed and a valid certificate must be provided. This is your PDF that you just saved. Click OK to get rid of the pop-up.

Complete the form and attach your certificate PDF. Scroll down to sign the agreement. At the very bottom, under the Supervisor Authority Approver to be emailed and Department Head Approver to be emailed, make sure it has Tadarrayl Starke and NOT Bidya Ranjeet. Once all these steps have been completed, click on Submit Request.

If you have any questions, please ask.