

Administrative Travel Card

Card can be used for:

1. Conference registrations
2. Airfare
3. Rent cars from Enterprise or Hertz if rented here in Fayetteville. In other words, if you fly to Denver and decide to drive back to Fayetteville, the Travel Card cannot be used to secure a rental vehicle.
4. The card cannot be used for hotel expenses but it can be used to secure a reservation so long as you use other means to pay for it.

IMPORTANT: I must have a copy of all charges to the card at the time the charges are made. So when you book a flight or pay a registration fee or whatever, make an extra copy of the receipt and give it to me immediately. The other copy of the receipt should be turned in with your trip expense report.

The information on the card is as follows.

Name and address of card holder: The information is UPPER CASE SENSITIVE. Use no periods or commas.

ANN B WINFRED
UNIV OF ARKANSAS
OFF OF BUS AFFAIRS ADM 317
FAYETTEVILLE AR 72701

VISA card number: 4730 7700 0623 3156

Expiration date: 04/13

Verification number: 900

Since we're all new at this, if there are any questions or problems that pop up, come to me immediately so I can get the straight scoop from the Travel Office.

Notes for Ann

1. TA (travel authorization) must be in system
2. Carol Wade (5-7951; fax 5-2838; cawade@uark.edu) must have copies of all charges at time of reservation; copy of registration will suffice. Hertz and Enterprise automatically send receipts.
3. Lost/unobtainable receipt form on Travel Office website/forms (also on F: drive)
4. Information: www.uark.edu/tcard