

## Travel Card Application E-Form Workflow

• Before receiving a new or renewed TAMUK Travel Card, all TAMUK employees are required to complete the TAMUK Travel Policy Training on TrainTraq (Course # 2112567). Once complete, TrainTraq will send a confirmation email. Save this email to your desktop as a PDF.

• TAMUK Travel Card Application is on E-Form using Laserfiche Forms. The link to the E-Form is found on JNET/Employee Tab/Employee Forms (top left section).

• Click the link for Travel Card Application and sign into Laserfiche Forms using your NetID and password. If you do not have a NetID, refer to the instructions for "How to Create Your NetID for E-Forms" on the [Travel Forms webpage](#). **Your Department Head will also need a NetID, so the application will route to him/her for approval.**

• Once you have logged into Laserfiche Forms, complete all the fields in the Travel Card Application E-Form with the appropriate information. Be sure to **enter your Department Head's NetID and email information, so the Travel Card Application will route correctly for approval.** Upload your training confirmation email. Click submit on lower left corner of the application. **DO NOT CLOSE OUT YOUR APPLICATION.** You must now scroll to the bottom and select "I Accept" and Submit once again.

• Your Department Head will then receive email notification that your Travel Card Application requires approval. Your Department Head will then log into Laserfiche Forms to review the Travel Card Application, and either approve, reject, or send back.

• When your application is received by Travel Services, your Travel Card Application will be reviewed and submitted to CitiBank. You will be contacted, via email, regarding your TAMUK Travel Card status.

• When picking up your Travel Card, you will electronically sign the Travel Card Application to show receipt. As the cardholder, you will receive instructions on how to activate and set your PIN # with CitiBank.

• If your TAMUK Travel Card is lost or stolen, contact CitiBank and Travel Services as soon as possible. CitiBank will send a replacement card to Travel Services and may email you instructions for confirmation of loss or fraud.  
• When your Travel Card expires, CitiBank will send a replacement Travel Card within a month of expiration to Travel Services.

• Upon Travel Card renewal, you will be required to complete both the Travel Policy Training on TrainTraq and re-submittal of your Travel Card Application for approval prior to pickup of your renewal card.