



Request for a Individual Liability Travel Card

Eligible employees may request an Individual Travel Card if they travel overnight at least twice per year. All charges made using the state sponsored charge card are the employee's responsibility and payable in full each month regardless if employee has been reimbursed for the expenditures.

To obtain an Employee Paid (Individual Liability) Travel Card:

1. Please send an email requesting an Individual Liability Travel Card to:
rgilliam@wm.edu.
2. You will receive a "Welcome Email" from Bank of America (BOA) Works system software. You will use Works to apply for this credit card. Please be aware that a soft credit check will be performed on your credit report.
Please follow the following steps:
 - a. Create a password
 - b. Complete application by going into:
 - i. Tools/Personal Settings/Travel Card/Enter Personal Data/**Save**
 - ii. Review Terms and Conditions/**Accept**
You must accept terms and conditions before exiting Works
3. Print and complete the Employee Paid (Individual Liability) Travel Card Employee Agreement. (See AP Forms Library). Send original via inter-department mail to:
Travel Program Administrator
General Accounting Office
Williamsburg Professional Centre
4. Review the CAPP Manual information regarding State Travel Regulations. You can find them at the following link: http://www.doa.virginia.gov/Admin_Services/CAPP/CAPP_Summary.cfm. Please print copies so you may have them as guidance for authorized use of the card.
 - a. CAPP Topic 20335 State Travel Regulations
 - b. CAPP Topic 20360 Travel Charge Card
5. Complete the Cardholder training, by visiting the Department of Accounts website by following this link: <https://covkc.virginia.gov>. The training is two modules; please follow the instructions on the TCC Cardholder Training Guide.

You should receive your credit card in 7 to 10 days business days once your application is received.