

Travel Card Application Process

1

Attend eBERF Training

- Log into ULearn to register for a hands-on eBERF session.
- Attend training, which will be held in an in-person classroom environment or online.

2

Complete the Travel Card Agreement & Release eForm

- Log into UMeNET (Ariba).
- Click Create on the toolbar. Click the dropdown arrows, then select Travel Card Agreement eForm.
- Review the Cardholder Guidelines & Travel Card Policy module.
- Agree to abide by the Travel Card terms & conditions mentioned in the module and in the rest of the eForm.
 - *Required approvers include your direct supervisor and the Corporate Cards Office. You will receive an email with further instruction upon submission.*

3

Apply for the Travel Card

- The Corporate Cards Office will email you a username and password with instructions to:
 - Log on to US Bank's online application and complete it using these special instructions:
 - Enter your personal contact information (include email address)
 - Enter your UM ID (C-Number) under the Optional 2 field
 - If applicable, enter the name of your Travel Card designee under the Optional 1 field.
 - Select File for Later
- Your application will then be routed to the Corporate Cards Office for processing.
- *A confirmation email will be sent to notify you when your online application and Agreement & Release eForm have been processed/fully approved.**

***Note:** The Corporate Cards Office will not approve your application unless all Travel Card application requirements are completed.