

From: travelnews-bounces@lists.uoregon.edu <travelnews-bounces@lists.uoregon.edu> **On Behalf Of**
BAO news for travel administrators
Sent: Thursday, April 5, 2018 5:40 PM
To: travelnews@lists.uoregon.edu
Subject: travelnews: New US Bank ONE CARD corporate travel Visa card

Good Afternoon –

With the rollout of Concur for Travel, the UO is offering a new corporate travel visa card program called One Card. This corporate card program is available to all UO business travelers and replaces the current Travel & Entertainment card. The One Card is a corporate travel card, not a personal-liability card, and will be paid directly by UO. Travelers won't have to "float" payments on the card while waiting for a travel reimbursement, and won't have to deal with interest charges. The One Card will be linked to the traveler's Concur account, and posted transactions will automatically appear in their Concur expense reports.

To qualify you must have a .5FTE or greater UO appointment with forecast pay. If you have already applied for the new UO One Card, thank you!

How to apply:

Go to forms.uoregon.edu. Log in with your UO credentials and navigate to Business Affairs, Travel, UO One Card corporate Travel Credit Card Request.

1. UO employee fills out the form and clicks Save.
2. Next Screen - Click Edit and in the next screen enter your Budget Authority's email address. Save.
3. Next screen: At bottom, click arrow to Send document
4. Next screen: At bottom, review and sign the cardholder agreement.

IMPORTANT: Please be sure to include your legal name, your 95# (UO ID), and your **uoregon.edu** email address

Please let me know if you have any questions. Thank you,



UNIVERSITY OF OREGON

Laurie Jacoby
Travel Manager
Business Affairs Office
University of Oregon
lajacoby@uoregon.edu
541-346-3158