

## **How To Request A Travel Card (T-Card)**

The Department Head identifies employees who will be issued T-Cards.

### **1. Complete a University of Illinois T-Card Authorization/Agreement and Application and Information Form**

The [T-Card Authorization/Agreement and Application Information Form](#) must be completed as instructed on the form and signed by the applicant and the Department Head. The form must be submitted to the Department Card Manager (DCM) for processing and retention.

### **2. Applicant Training**

In keeping with industry best practices and an ongoing initiative to maintain high T-Card program compliance, the University of Illinois requires T-Card training for all employees requesting a T-Card. The applicant must complete the [T-Card Certification Course](#) and pass the certification quiz prior to the application being processed by UPAY Card Services.

### **3. DCM Generates T-Card Application**

The DCM generates an online application using the T-Card Solution (TCS).

To access the TCS, choose one of the options below:

1. Visit the [OBFS website](#) and choose the application
2. Go directly to the URL or Web page; <https://appserv6.admin.uillinois.edu/tcard/>.

### **4. Submit T-Card Authorization/Agreement Application Information Form to UPAY Card Services**

The DCM must retain the original, signed T-Card Authorization/Agreement and Application and Information form. The completed form must be faxed or emailed to the UPAY Card Services at 217-239-6735 or [cco@uillinois.edu](mailto:cco@uillinois.edu).

### **5. UPAY Card Services Processes the Request**

UPAY Card Services verifies that all application processes and training requirements are complete and authorizes the issuance of the T-Card by the Bank. The Bank mails the T-Card directly to the applicant at the address provided on the application.

**Note:** If the applicant does not complete the training within 30 days of the request, his/her application may be deleted.