

How to Apply for a T-Card

1. Cardholder Enrollment Form:

- a. Complete the [Travel Cardholder Enrollment Form](#) for requesting a State Liability Travel Card.
- b. Document must be completed (no blocks can be left blank)
- c. Required signatures by **Employee/Cardholder; Approving Agent; and Vice President**
- d. The NSU Program Administrator in Business Affairs/Travel is responsible for assigning the employee/cardholder's spending limits per transaction and per monthly cycle.

2. Certificate of Completed Office of State Travel Training Course:

- a. Annually every Cardholder and their Approver must participate in the Louisiana Employees Online (LEO) online course entitled **OST Statewide Card Policy Training** receiving a passing grade of at least **90** to possess a State of Louisiana T-Card. <https://leo.doa.louisiana.gov/irj/portal>

3. Travel Cardholder Agreement Form

- a. After completion of online LEO training course, the employee prints and completes the [Travel Cardholder Agreement Form](#).
- b. DOCUMENT MUST BE COMPLETED (no blocks can be left blank)
- c. *Electronic signatures will not be accepted.*
- d. Signature of Approver is required.

4. NSU's Certificate of Completed T-Card training Course available on Moodle:

- a. Annually every T-Cardholder and their Approver must participate in NSU's T-Card Training.
- b. This training covers NSU's policies and procedures concerning travel cards.
- c. You can access the [T-Card - Travel Training](#) on Moodle using the hyperlinked title.
- d. You must receive a passing grade of 90%.

5. Forward to Business Affairs/Travel:

- a. ***Travel Cardholder Enrollment Form*** (for employees requesting a NSU T-Card) (NSU's document)
- b. ***LEO Certificate*** acknowledging successful completion of LEO training course for Cardholders and Approvers
- c. ***Travel Cardholder Agreement Form*** (State's document)
- d. ***Moodle Certificate of Completion of Course*** (T-Card Travel Training- NSU)

6. Business Affairs/Travel Office Program Administrator will submit a request to Bank of America for a T-Card in the name of the employee/cardholder once all necessary documents have been received.

7. When the Program Administrator receives the new credit card (T-Card) from Bank of America, the employee/cardholder will be contacted to pick up the card in Business Affairs/Travel. Cards must be picked up by the cardholder within ten (10) days of the notification that the card has arrived. Non-compliance may result in the forfeiture of the T-Card.