



UCSD Travel Card  
travelcard@ucsd.edu

### Travel Card Prepayment

- **What:** MyTravel feature that generates an advance payment to the traveler's travel card account prior to their trip concluding
- **Why:** To ensure timely payment of the travel card balance and avoid out of pocket payments for trip related charges
- **When:** Use this feature when the cardholder's payment due date (the 24<sup>th</sup> of each month) is near or after the trip end date
- **Who:** The cardholder's travel preparer can submit a travel card prepayment request
- **How:**
  1. Log in to **MyTravel**
  2. Select the appropriate, open trip number
  3. Select '**Create Prepayment**' under available actions
  4. Choose '**Travel Card**' from the payment type drop down menu
  5. Fill in the payment amount
  6. Enter notes if applicable
  7. Select approval template
  8. Submit

Payment will post to the account 4 business days from the approval date. The prepayment approval date and audit trail can be viewed on the trip number in MyTravel. Cardholders can confirm payment by calling US Bank at 800.344.5696 or via US Bank's Access Online.

*See reverse for **US Bank Access Online** information*



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Travel Card holders will need to register their account the first time they log on to **US Bank's Access Online**. Here's how.

1. Go to <https://access.usbank.com>
2. Click Register Online.
3. Enter **UofCA** for company short name.
4. Type your 16-digit account number in the Account Number field.
5. Select the month and year that your account expires.
6. Type your account billing address ZIP code.
7. Click Register This Account.
8. Click I Accept for the licensing agreement, if you agree.
9. Create your User ID (7-12 characters alpha and/or numeric, and must be unique).
10. Create your Password (8-20 characters, with at least one alpha and one numeric character).
11. Complete User Verification, which authenticates your account if you forget your user ID or password.
12. Complete contact information details.

**US Bank Access Online Navigation tips:**

- To view your *current balance* go to 'account information' in the left margin; 'account profile' then 'account information' on the main page.
- To view your *6 month transaction history* go to 'transaction management' in the left margin then 'transaction list' on the main page. Select 'all' from the billing cycle drop down and click 'search'.
- US Bank's customer service can be reached 24/7 at 800.344.5696



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