



# Travel & Expense (T&E) Card Application Process

The University T&E Card is the preferred method of payment for employees to use when traveling on official University business and for business entertainment expenses. Based on [1505 - Policy on Travel & Expense Card Program](#), employees who meet the eligibility requirements, and have received department approval should complete the following steps to obtain a T&E Card. For assistance with the application process, please contact the Travel Card Office at [travelcard@unc.edu](mailto:travelcard@unc.edu).

## Understanding the Application Process

### Applicant Completes Training & Quiz

Permanent University employees must complete the [Initial T&E Accountholder Training](#) with a quiz score of 85%, or higher, via Carolina Talent **BEFORE** submitting an application for a T&E Card.

**Result:** Upon successful completion, the employee can then download the T&E Application and Agreement Form in Part 3 of the training curriculum.

### Applicant Submits T&E Card Application

Applicant fills out, signs, and submits the T&E Card Application and Agreement Form to their supervisor for approval.

**Important:** If you are a remote employee, you must use a Campus mailing address. Do not use a personal home address.

### Supervisor Submits T&E Card Application

The applicant's supervisor (or Delegate) completes the Department Approval section on the Application and submits the following to the department's [Access Request Coordinator](#) for submission via Infoporte:

1. [Request for Finance Systems Access Form](#)
2. Completed T&E Card Application and Agreement Form.

### Travel Card Office Processes Application

The Travel Card Office will review all documentation received. Upon approval (within 5-7 business days), the Travel Card Office will notify the applicant (Accountholder) when the card is available for pick-up along with further instructions.

## Picking Up & Activating Your T&E Card

**Important:** Applications will be rejected if training has not been completed or if information on the application is incomplete.

Accountholders will receive an email notification when your T&E Card is available for pick-up from the Travel Card Office. The message will include directions on how to pick-up, activate, and register the physical card.

**Note:** Pending the approval of the Travel Card Office, you may authorize a delegate or alternate individual to pickup your card. Please notify the Travel Card Office, in advance, if you do not intend to pick up your card yourself.