

Attention UVA American Express Travel Cardholders:

The Travel Card program, managed by the Department of Accounts (DOA), is converting from American Express to GE MasterCard. This change has only recently been announced and is scheduled to occur on a very tight schedule.

**Please note:** Due to Federal privacy acts, **existing American Express Travel Cards will NOT be automatically replaced with GE MasterCard.** In order to continue in the Travel Card Program, **all cardholders must complete a new application.** This form may be found in the Forms Directory or via this link: <http://www.virginia.edu/finance/forms/travel-card-req.pdf>.

**Your American Express Travel Card will expire on October 31, 2005.** If you need a Travel Card in early November, your application for the GE MasterCard must be received in the Cashier's Office (or PO Box 400201) no later than Tuesday, September 20, 2005. If your Travel Card is not needed until after mid-November, please return your application at your earliest convenience, or at least three weeks prior to your next scheduled travel.

If you are no longer interested in maintaining a UVA Travel Card and would like your account cancelled immediately, please email Laverne Beasley at [leb9c@virginia.edu](mailto:leb9c@virginia.edu) with your request.

Additional Information:

The GE MasterCard Travel Card will operate under the same policy as the current program.

Travel Card Training and a new cardholder agreement will be required prior to the issuance of a GE MasterCard Travel Card. Additional information regarding these requirements will be forwarded via email as soon as it is available.

We are told that the benefits of the GE MasterCard are similar to those of the American Express card, but details are forthcoming from DOA. These details will be forwarded via email as soon as they are available.

The American Express Travel Card should be destroyed by the cardholder on the cancellation date of October 31, 2005 by cutting the card in several pieces.

Any balance owed to American Express should be paid in full when the amount is due.

Travel Card Contact Information:

Questions may be directed to Laverne Beasley, Travel Card Coordinator, at [leb9c@virginia.edu](mailto:leb9c@virginia.edu) or Susan Petersen, Accounts Receivable Manager, at [sab5x@virginia.edu](mailto:sab5x@virginia.edu). Fiscal Administrators have also been informed of this conversion and may be able to assist regarding department specific information.

We appreciate your patience and effort during this time of change.

Thank you,

Susan Petersen