

The Ledger

A Newsletter of the University Controller's Organization

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Travel Authorization (TA) Form to be Reinstated

Many departments will be pleased to know that the Travel Services Authorization Form (TA) will be returning. The Controller's Office will soon be issuing new GE MasterCard travel cards to all of our contract travel agencies. The following agencies are on contract with the University to provide travel management services: Christian Travel, Martin Travel, Omni Travel and Tours, Inc., World Travel and University Travel Consultants. Effective December 5, 2005, departments can begin using the TA for travel services purchased through any of the contract travel agencies. Please contact Wilda Lay at 231-8613 (wlay@vt.edu) if you have any questions.

GE/Mastercard Travel Card

The Controller's Office will soon be mailing the GE/Mastercard Travel card to those individuals who applied for one. The American Express card can continue to be used until the new GE/Mastercard is received in the mail. Individuals should expect to receive the new card within the next 7-10 days. Upon receipt of the new card, the cardholder should review the card for correctness and immediately notify Wilda Lay at 231-8613 of any errors. In addition, cardholders are required to complete, sign and return the original employee agreement included with the card to Wilda Lay, 201 Southgate Center, mail code 0312. Once the agreement is received in our office, the American Express card will be cancelled. Please direct any questions concerning this to Wilda Lay at 231-8613.