

## Travel Rewards- Faculty & Staff

<http://corporatetravel.awardhq.com>  
1-(800)-582-5777

Fee is \$75.00 Paid by employee  
Points earned are employees to use.

Visit <http://corporatetravel.awardhq.com> to learn about the rewards that are offered. The Rewards Program is optional and the fee of \$ 75 is paid for by the employee upon enrollment.

- Cardholders receive one "point" for every T& E dollar spent on the eligible cards, excluding cash advances and convenience checks. Non-T&E Merchant Category Codes (MCC) are excluded.
- Annual Fee is \$75 for each enrolled cardholder account. Annual fee will not be waived.
- Cardholder will earn a maximum of 50,000 points per program year. "Program Year" means initially the 12 month period following the date the cardholder enrolls in the Travel Rewards Program.
- Points expire on December 31 of the fourth calendar year following the year the points are earned.
- Travel Rewards points expire immediately when cardholders resign from their organization.
- Points expire and are no longer available when a cardholder is no longer enrolled in the program.
- In order to enroll in the program the cardholder calls Bank of America Customer Service at 1-800-300-3084
  - A Welcome Letter will be sent to newly enrolled cardholders within 10 business days of the following month of enrollment (i.e. – cardholder enrolls on July 12<sup>th</sup>, the Welcome Letter should arrive at the cardholder's address by the 10<sup>th</sup> business day of August)
  - The letter will include a user ID and password with contact information
  - All available redemption channel information will also be outlined in the letter
- For enrollment registration, travel award redemptions and reservations visit <http://corporatetravel.awardhq.com> (24 hours a day)

Or, by calling 1-800-582-5777 (8AM to 8PM Eastern, Mon-Friday and 9AM to 5:30PM, Saturday)

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**NOTE:** the newly enrolled cardholder must receive the Welcome Letter prior to registration and redemption

Once enrolled a charge of \$75 will go into your Works “task to perform”. Charge your Union account and object code of 8565, print, sign your summary page, and sign off.

Then create a personal reimbursement for the \$75 but put in a “negative” amount. (i.e. -\$75). Put in the same account number and object code. This will credit back your Union account and allow the \$ 75 charge to come out of your paycheck. Print, sign your summary sheet, and sign off the reimbursement.

Send both the Credit Card charge (CRD) and the Personal Reimbursement (PER) paperwork to:

**Card Program, McKean House**

The screenshot shows the 'Create Reimbursement Request' form with the following fields and callouts:

- Reference Number:** Callout: "Type in TRAVEL REWARDS"
- Receipt?:** Radio buttons for No (selected) and Yes
- Receipt Comments:** Callout: "Type in comments: TRAVEL REWARDS. & CRD # for the card transaction."
- Purchase Date:** [ ] / [ ] / [ ]
- Vendor:** [ ]
- Reimburse:** (Training) Traveler, Tom
- Payee Name:** (Training) Traveler, Tom
- Payee ID:** 0123456
- Comments:** [ ]
- Allocation:**
  - Add 1 line(s) Go
  - Type: (unspecified)
  - Description: Travel Rewards
  - Amount: -\$75.00 (circled in red, with callout: "PUT IN -75.00")
  - Goods/Service: [ ] GL: 10820 [ ] GL Assistant
  - Total: \$0.00
- Expense Folder:**
  - Bundle in expense folder
  - New
  - Existing
- Buttons:** Submit, Save, Cancel. Callout: "CLICK SAVE IT WILL BE SAVED BUT NOT SUBMITTED. \*\*\*TO SUBMIT, GO TO REIMBURSEMENTS REQUIRING SIGN OFF."

Process the reimbursement as instructed above.