

E-news

ADMINISTRATIVE SERVICES



TEXAS A&M
AGRI LIFE

November 5, 2014

TO: Business/Travel Contacts

SUBJECT: International Travel - Citibank Travel Card Issued by Texas A&M AgriLife Research, Texas A&M AgriLife Extension and TVMDL

Please forward to appropriate staff.

Employees traveling internationally with Citibank Travel Cards issued by Texas A&M AgriLife Research, AgriLife Extension and TVMDL.

With the new fraud prevention methods in place, the AgriLife Travel Office recommends that employees traveling internationally with the intention of using their Citibank travel card notify our travel department before their departure. Please provide the last six digits of the traveler's credit card number, the country to which he / she is traveling, and the date range of travel. We will contact Citibank so that they can note this information on the traveler's credit card account. We have been advised that a charge still could be blocked as potential fraud. In the event this should happen, the employee may call the number listed on the back of the card (collect) to verify the charge is legitimate.

Please email one of the following: sgmcneese@ag.tamu.edu, gacortez@ag.tamu.edu, or jkgreen@ag.tamu.edu so that we can contact Citibank and provide them with the travel information.

If your travel card is issued by Texas A&M University, please send an email to paymentcard@tamu.edu

In the email advising FMO Travel of the intent to travel abroad, provide FMO Travel with the last six numbers of the card, dates of travel and destination. Be sure to request a confirmation for your records.

Texas A&M AgriLife Administrative Services | <http://agrilifeas.tamu.edu>

Note: Please do not reply to this email, as this email address does not accept reply messages.