**How to obtain a DoC Travel Card**

Please use the following link to apply for a Travel Card at least 15 business days in advance of your travel date:  **citimanager.com/login**.

(Note: If you had a Citibank USG Travel Card in your last Agency, it must be cancelled before Citibank will issue you a new one)

After accessing the link, follow the steps below to complete an on-line application

1. On the website (right hand-side), Under new users select “**Apply for Card**”;
2. Select “**Invitation Passcode**”, then click on continue;
3. Type in the invitation passcode as “**OS2901540T**, then type in the inviter’s email address as “[**OFM-DOCTravelCardProgram@doc.gov**](mailto:OFM-DOCTravelCardProgram@doc.gov)” (Case Sensitive), then select continue;
4. You will now be at the “**User Registration**” screen; please use your Department of Commerce E-mail address as your username and follow the questions to complete your application.
5. After completing the User Registration, you will be prompted to apply for a card.  The Online Applications Quick Start Guide for Cardholders will assist if you need additional help.  If you need your travel card expedited, you must select “X” when prompted for card delivery.  Also, you will be prompted during the application process to create a PWD.  You will create a password that you can remember as verification for you to call CITI for assistance with your account (the system gives an example as EMPLOYEE ID, however, the Department does not use EID for this system).
6. You will select your supervisor by selecting your Office group **(OSY)** and then searching for your supervisor.  Select and continue.  (If you don’t see your supervisor’s name, use Kevin Sadler)
7. Your supervisor will receive an email to approve your application.  The supervisor will need to select from the dropdown menu under Card Type – “D249G001”, save and approve.
8. The application will flow through the system for an OS APC to approve.  You will be notified by email when your application has been completed.

**Travelers are also required to complete the GSA SmartPay Travel Cardholder Training.  This is a mandatory requirement that each cardholder take the *GSA SmartPay Travel Cardholder Training* before being issued the card.  Training must be re-taken every three years.  The training is on-line and can be accessed using the following link:**[**https://training.smartpay.gsa.gov/**](https://training.smartpay.gsa.gov/)**If you have already taken the training, please ensure the training certificate is provided or can confirm TMD has an updated training certificate if you are a new applicant under CITI, but had a travel card with JPMC.**

**Upon completing the application, please forward the following to** [**OFM-DOCTravelCardProgram@doc.gov**](mailto:OFM-DOCTravelCardProgram@doc.gov)**, with cc to gservant@doc.gov**

1. **The Statement of Understanding (attached) completed, signed and dated by the traveler and supervisor; and**
2. **A copy of the GSA SmartPay Travel Training Certificate**

Upon receipt, an OS APC will then complete the process of your application and forward to Citibank for approval.  The total processing and delivery time of your travel card to the address of record is approximately 7 to 10 business days.If you are traveling within 7 business days, you should use the expedite processing by selecting the “X” from the drop-down when prompted.

**See the below link for all DoC Travel Card Questions**

https://www.commerce.gov/ofm/offices/office-financial-reporting-policy-internal-controls-and-travel/travel-management-3