

To the DOC Travel Card Applicant:

If your manager agrees that your work requires the use of a government travel card, go to the following URL to apply.

https://www.cc-accountcenter.com/jpmorganchase_commercial/eapp/ss_applicationID.jsp

Directions:

1. Once at the Account Center web site, enter the Application ID number for your Bureau, DOC70712T. This code is case sensitive. Once entered, press the *Submit* button.
2. You should now be at the *DOC Travel Card Application, External Application Page*.
 - Fill in the required information as you would for a personal card application, using your home mailing address, work email address, etc. (NOTE: The bank will not accept PO Box addresses. The address should be a residence.)
 - Enter your manager's name, work email address and work phone number. The request for application will automatically go to your manager for approval.
3. Read the fine print then press *Submit to Review*. You will be given an opportunity to review and correct your application before final submission.
4. Once you submit your application, you will receive a Confirmation Page at your work email address titled *JPMorganChase Commercial Card Application Processing Update*. Simultaneously, your manager will receive an emailed *Request for Approval*.
5. **Important:** Forward your Confirmation Page email to your Bureau Travel Card Coordinator. ***Additional information has to be input by*** your Bureau Travel Card Coordinator, ***before the application is complete*** and forwarded to the bank. The email will alert the Travel Team that you have submitted a travel card request. Your coordinator's email address is amcglathery-henry@doc.gov.
6. Once your Bureau Travel Card Coordinator approves and forwards the application, the bank will begin processing the application.
7. Total time from notification to the Travel Team that the application has been entered to your receipt of the travel card and PIN mailed to your home address should be 5 to 7 business days.

REMINDER: It is mandatory that each cardholder take the *GSA SmartPay Travel Cardholder Training* before using the card. Training has to be re-taken every three years. The training is on-line at <https://training.smartpay.gsa.gov/>

Bureau	Name	Phone Number
BEA	Shawn Thomas	202-606-9974
BIS	Lisa Weibel	202-482-5842
CENSUS	Elaine Russell	301-763-4850
EDA	Y. Neal-Barfield	202-482-2066
ESA	Wesley Dias	202-482-4165
ITA	Chloie Favinger	202-482-4176
MBDA	Clara Colbert	202-482-3593
OIG	Dale Fields-Glivings	202-482-0923
OSEC	Angela Henry	202-482-6334
NIST	Joan Carlson	301-975-2747
NOAA-HQ	Chasity Donaldson	301-444-2129
NOAA-NMFS	Vaughn Whitfield	301-427-8763
NOAA-NWS	Y. Garnett-Singleton	301-713-0420 x123
NTIA	Adam Fuchs	202-482-5952
NTIS	Vicki Buttram	703-605-6133
PTO	Brenda Walters	571-272-8870