

**OLD DOMINION UNIVERSITY
OFFICE OF FINANCE PROCEDURE MANUAL**

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Title: Corporate Travel Card

Procedure: 6-730

Travel Card Application Process

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Dial 1-888-449-2273 to make payments by phone.

Access the Payment Center to make payments online.

<https://payment2.works.com/works>

Regular Mail

Bank of America
P.O. Box 15731
Wilmington, DE 19886-5731

Overnight Delivery

Payment Services
1000 Samoset Drive
Newark, DE 19713
Use telephone number 1-302-457-4066 for overnight delivery (required by FedEx)

Address and Name Changes

Cardholders are responsible for maintaining the card delivery and statement billing address with Bank of America. Cardholders can make address changes online via Works, or call Bank of America Customer Service at 888-449-2273.