

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

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**Title: Corporate Travel Card**

**Procedure: 6-730**

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**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.