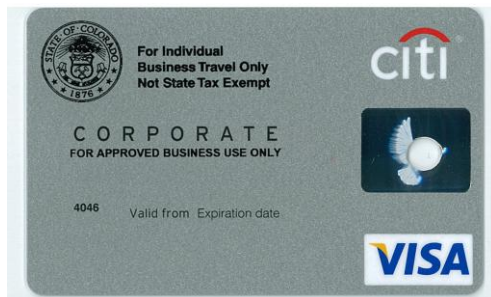




INDIVIDUALLY-BILLED TRAVEL [JOINT/SEVERAL LIABILITY] CARD



Travel Card – Individually-billed

Joint/Several Liability

Account Functionalities

- Standard Point of Sale Cards
- Allows 59 Days to Pay

CORPORATE
FOR APPROVED BUSINESS USE ONLY

The Individual Travel Card with Joint/Several liability is individually-billed to the cardholder on a monthly basis. Payment is due within 25 days to take advantage of early payment incentives however; this account type allows 59 days to pay in order to provide sufficient time for expense reimbursement processing. Payment on the Individually-billed Travel [joint/several liability] cards is the responsibility of the cardholder; therefore, the cardholder is liable for all transactions initiated on the account. Additionally, Red Rocks Community College (RRCC) is liable for all charges and fees on the accounts that are closed for any reason or are 91 days past due.

CARDHOLDER RESPONSIBILITIES:

- Maintaining security, custody and use of the card
- Using the card only for official state business
- Immediately reporting a lost or stolen card to Citibank
- Making purchases in accordance with guidelines and applicable fiscal rules
- Obtaining and submitting adequate supporting documentation for each purchase made
- Contacting merchants to resolve disputes and completing the Transaction Dispute Form when necessary
- Ensuring refunds/credits are posted to the same card account charged
- Notifying the Trade Compliance Designee of changes in employment status such as transfer and termination

BILLING STATEMENT DATE: Twenty fifth (25th) day of each month

PAYMENT DUE: Twenty five (25) days after the billing statement date

DELINQUENT FEE: 2.5% of the outstanding balance will be assessed as a delinquent fee if payment is not received by Citi within 60 days after the billing statement date.

PAYMENT OPTIONS

- Online Payments from cardholder Checking/Savings account thru [CitiManager](#)
- US Dollar Check / Money Order
 - Important to include stub when mailing check.
 - Recommend include account number on check / money order.
 - Address: **Citibank, PO Box 183173, Columbus, OH 43218-3173**

CREDIT REFUNDS: Should cardholders for one reason or another have overpaid or submitted a duplicate payment causing a credit balance on their card account, they may request a credit balance refund by contacting their Program Administrator/Travel Compliance Designee.

Contact Information	
Cardholder Support (report lost or stolen)	1-800-248-4553
Dispute – Phone number	1-800-248-4553
Fraud – Phone number	1-800-248-4553
Collections / Charge-off Department	1-800-248-4553
CitiManager Technical Support	1-800-248-4553 [Option 1] CCJAXL1HelpDesk@citi.com
E-Payment Technical Support	1-800-248-4553