

## Time Line for Corporate Card Implementation

- March 12, 2004 A letter will be sent to card holders with information on accessing and completing the electronic profile form. A corresponding communication will be sent out to schools/departments to inform administrators on how to access the profile for their card holders.
- March 19, 2004 The electronic profile will be available for card holders and/or their administrators to complete and send. The profile will be accessible through the secure section of the Travel Office web site.
- April 12-26, 2004 New cards will begin to arrive. Web Voucher splash page will advise users that the system will be changing in early May.
- May 3-5, 2004 Web Voucher Amex direct pay will be brought down for conversion
- May 6, 2004 Web Voucher MC direct pay available
- May 28, 2004 American Express Corporate card will be deactivated.
- August 27, 2004 All *Member Rewards* points must be used, transferred or donated or they will be forfeited.