

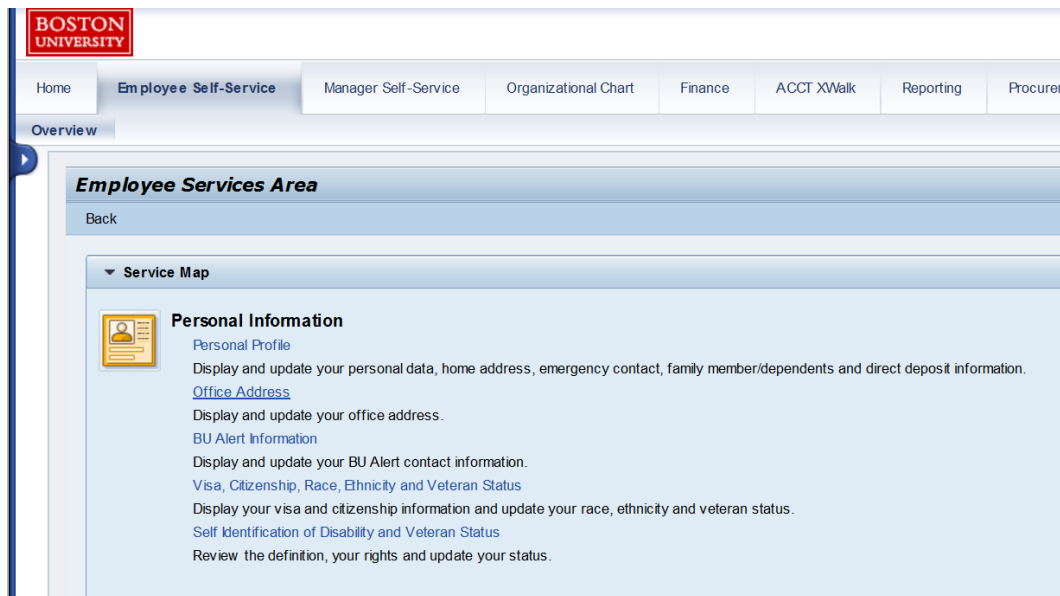
Dear Travel Card Holder,

This email is to inform you that as 10/5/2016 the billing and mailing address associated with your Boston University/US Bank Business and Travel Expense Visa credit card will be updated to your **Office Address** as listed in the BUworks Central Portal.

This change will impact purchases you make online, via phone, and also effect the information you give US Bank when contacting them directly via the number listed on the back of your credit card (1-800-344-5696).

TO ENSURE YOU ARE GIVING MERCHANTS AND VENDORS ACCURATE BILLING INFORMATION PLEASE TAKE THE FOLLOW STEPS:

1. Go to: <https://ppo.buw.bu.edu/>
2. Click on the Employee Self Service tab at the top of the page
3. Select the Personal Information heading
4. Click on the Office Address link to display the Office Address the University has on file for you



If you update your Office Address please let the Travel Office know by sending an email to travelexpense@bu.edu and include the new address you have entered in the BUworks Central Portal.

PLEASE NOTE: The Travel Office cannot update your Office Address for you; the card holder must make this change themselves following the steps above.

Sincerely,

Kara Sechrist
Manager, Travel Services

Shirley Hood
Travel Card Administrator