

FREQUENT TRAVELERS:
Automating your Travel Card Payment is as

Easy as 1, 2, 3!

Step 1

Sign up for a state Travel Card with **AUTOPAY**.

AUTOPAY allows you to charge your travel expenses to U.S. Bank Corporate Travel Card and have the monthly payment taken out of your personal checking or savings account *automatically* when due.



AUTOPAY

Step 2



ACH

Sign up for an automatic deposit of your state travel reimbursements via **ACH electronic deposit**.

This allows you to receive your reimbursement checks directly into your account. No hassle with getting to the bank to deposit a state check.

Step 3

Turn in a proper reimbursement expense **Report** to your agency soon after travel.



**REPORT
REVIEW
RELAX**

Review your monthly travel card statement from U.S. Bank. You can dispute charges as needed.

Sit back and relax...and the state will send your payment to your bank electronically and your bank will send U.S. Bank your travel card payment on the day YOU designate. You will **NEVER PAY LATE**.

U.S. Bank will not deduct *officially disputed items* on your statement from your bank account.