









Thank you for picking up your University U.S. Bank One Card. Please ensure that you take the following steps to successfully begin using your card.

<p><b>Step 1.</b> Visit <b>U.S. Bank</b> at <a href="https://www.access.usbank.com/">https://www.access.usbank.com/</a> or the QR Code below and follow prompts to activate your card. Cards can be used starting <u>1/5/2026</u>.</p> <p>Note: Please use the following when prompted:</p> <p>Phone Number: 956-665-2168</p> <p>SSN: Employee EID</p>		
<p><b>Step 2.</b> Submit your <a href="#">Credit Card Receipt Acknowledgement</a> at or the QR Code below.</p>		
<p><b>Step 3.</b> Confirm Credit Card information is updated in Cardholder's iTravel+ profile by visiting <a href="http://www.my.utrgv.edu">www.my.utrgv.edu</a> and accessing iTravel+. Once in iTravel+, please follow the steps in the "<a href="#">How to – Modify Traveler Information and Settings</a>" or the QR Code below.</p>		
<p><b>Step 4.</b> Confirm Credit Card Reconciler is listed as the Expense Delegate in Cardholder's iTravel+ profile by visiting <a href="http://www.my.utrgv.edu">www.my.utrgv.edu</a> and accessing iTravel+. Once in iTravel+, please follow the steps in the "<a href="#">How to – Assign Request and Expense Delegates</a>" or the QR Code below.</p>		
<p><b>Step 5.</b> Download iTravel+ (Concur SAP) App to easily upload receipts by following the steps in the "<a href="#">How to – Setup Concur App on Phone</a>" or the QR Code below.</p>		
 <b>Guide</b>	 <b>Android App</b>	 <b>iOS App</b>

#### Quick Reference Guides (QRGs)

<https://www.utrgv.edu/procurement/departments/travel/guides/index.htm>

#### Frequently Asked Questions (FAQs)

<https://www.utrgv.edu/procurement/departments/travel/faq/index.htm>

For additional assistance or accessibility questions, contact 956-665-2168 or [procard@utrgv.edu](mailto:procard@utrgv.edu)