

Add a USI Travel Card to an Egencia Account

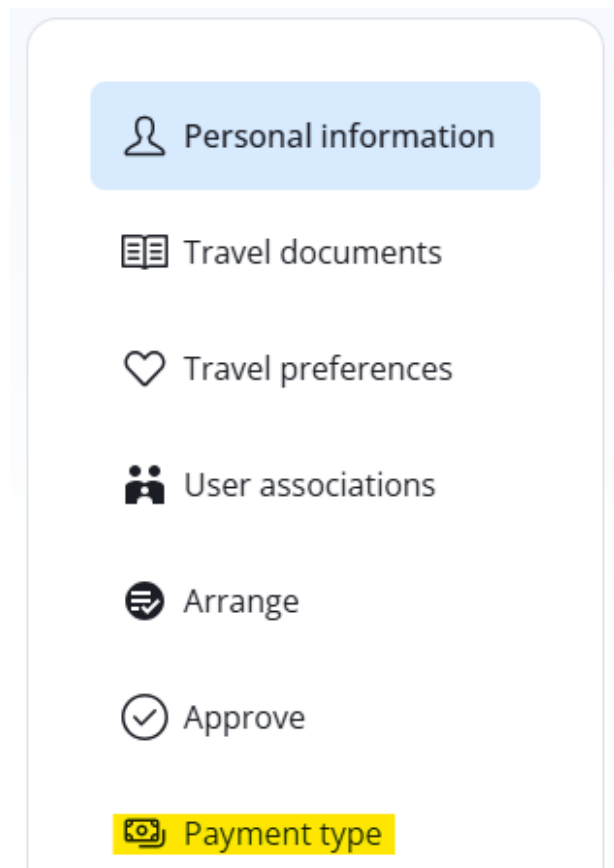
Step 1

Locate and click **Your Name** in the upper-right-hand corner. Then select **Go To Profile**.



Step 2

Find and click **Payment type** in the left-hand column.



Step 3

Click **Add credit card**.

Payment type

Credit cards

You can also pay using your credit card. Right now, we don't have any card saved with us.

Add credit card

In the **Credit cards** section, enter the remaining required information as indicated by the red asterisks (i.e., First name, Last name, Card number, Expiry date, Card Description, Mobile number, and Billing address), then click **Save**.

- Note: A good card description would be **Archibald Eagle's USI TCard**
- Note: Use the USI billing address is **8600 University Blvd, Evansville, IN 47712**

Payment type

Credit cards

First name *
Archibald

Last name *
Eagle

Card number *

Expiry date *

Month *
Sep

Year *
2026

Card description

Billing address *

Please ensure the billing address is exactly the same as it appears on the billing statement.

☒ Store in profile

Mobile *
+1 e.g. (201) 555-0123

Street *

Address line 2

Country *
Select country or region

State *

City *

Zipcode *

Cancel

Save