



*State of Louisiana*  
DIVISION OF ADMINISTRATION  
**OFFICE OF STATE PURCHASING**

**KATHLEEN BABINEAUX BLANCO**  
GOVERNOR

**JERRY LUKE LEBLANC**  
COMMISSIONER OF ADMINISTRATION

**April 7, 2004**

**M E M O R A N D U M**

**REGARDING THE STATE CORPORATE TRAVEL CARD  
AMERICAN EXPRESS**

The State of Louisiana has entered into a new contract with Bank of America to provide a VISA card for your official business travel expenses. This new VISA will replace the current state issued American Express card.

Your agency has been involved with the transition of the card programs, and is requesting that all cardholders who travel in the course of the job duties, automatically be provided the a new VISA credit card.

Therefore, if you currently have an active state issued American Express card, and are in good standing, a new VISA card issued by Bank of America will be sent to your billing address. Once you receive the new VISA card you are to call and activate it, and then cancel your American Express card by calling the customer service number located on the back of the card. You should begin using your VISA card immediately for official travel expenses. Any outstanding charges made with the American Express card, will remain with American Express, and will be invoiced on a final statement to be paid directly to American Express.

The state contract travel agency, Navigant International (also know as Louisiana Travel) has been notified, and will be accepting the new VISA card when purchasing state contract airfares.

If you are a current American Express cardholder and have not received a VISA card by May 1, 2004, you should contact your Program Administrator: Shelly Miller at (225)925-6701 to submit a new application for the credit card.

It is our goal to have all new VISA cards issued by April 30, 2004. We will not be canceling anyone's American Express cards until after that date, and we have been insured the new VISA is issued. You may contact either your agency Program Administrator or the State Travel Office with questions. We appreciate your support in this transition. Thanks!