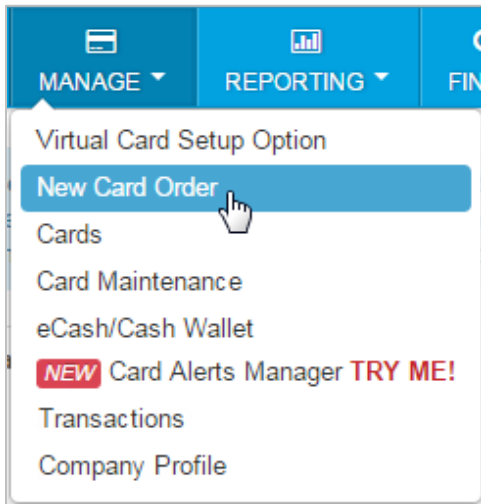# Issuing Virtual Cards for Travel (VCT)

The one-off virtual card feature in iConnectData (ICD) allows users to order virtual cards for purchases in the travel industry, such as hotel rooms, airline tickets, and car rentals. Use this feature to simplify and quicken your booking and travel process. Call a Comdata representative to request access to this feature.

Note: Virtual cards can be issued only on a one-by-one basis through ICD's Virtual Card Order.

1. On the ICD menu bar, select **Manage > New Card Order**.

2. Select an account code and customer ID set up to use virtual cards for travel purchases.
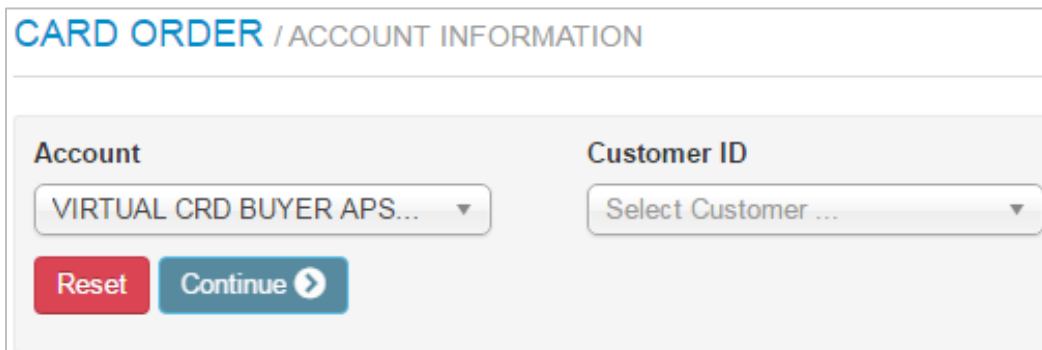
3. The Virtual Card Order page opens. Complete each field as necessary. The fields displayed below are default for VCT orders. Your program administrator may change some field names depending on the order's purpose. For example, **Airline Name** might replace the **Hotel Name** field for an airline purchase.

(see image on next page)

VIRTUAL CARD ORDER / ACCOUNT INFORMATION

Account
VIRTUAL CRD BUYER APS... ▾

Customer ID
PS20 TEST SITE 1 - PS20Q ▾

Reset

CARD ORDER / VENDOR INFORMATION

Hotel Name *

Traveler First Name *
VirtualCard

Traveler Last Name *

Amount for this Card
0.00

Expiration Date

Number of Transactions

Amount must be exact?
☐

Send Email
☐

Send Fax
☐

Confirmation Number *

Check In*

Comments *

Check Out*

Gross Amount
0.00

Discount Amount
0.00

Net Amount
0.00

Note the following fields:

- **Amount for this Card.** Displays the value from the **Net Amount** field, the total amount for the virtual card. The net amount must be greater than $0.00.

- **Expiration Date.** Select the date the virtual card will expire.

- **Number of Transactions.** Enter the number of transactions allowed on the card (must be greater than 1). For hotel transactions, must equal number of days stay.

- **Amount must be Exact.** Select if the virtual card will be authorized for a single transaction and you know the exact amount. Deselect if the virtual card will be authorized for more than one transaction and you do not know the exact amount, other than that it will not exceed the amount assigned.

- **Send Email/Send Fax.** Send the remittance advice to the receiving merchant as either a fax or email. You can select both options at once. ***Fax is required for hotel transactions.***

- **Comments.** Enter any comments the receiving merchant needs to see. For example, "A room with a view of the harbor".

- **Gross, Discount, Net Amount.** Gross amount refers to the total amount on the card before any discounts are applied. Discount amount refers to any negotiated discounts with the receiving merchant. Net amount refers to the total amount on the card after any negotiated discounts.

4. Scroll down and select to either open the card for all MasterCard accepting locations or lock it down to specific MasterCard Category Groups (example: hotels, motels, restaurants, etc.). This feature is useful in preventing receiving merchants from using the virtual card for unintended purposes. When finished, press **Submit**.

Resend Fax or Email Remittances

If you need to change or resend a fax or email, you can do so from ICD's New Card Maintenance. This feature is useful when faxes and/or emails become lost.

1. Log in to ICD and select **Manage > Card Maintenance**.
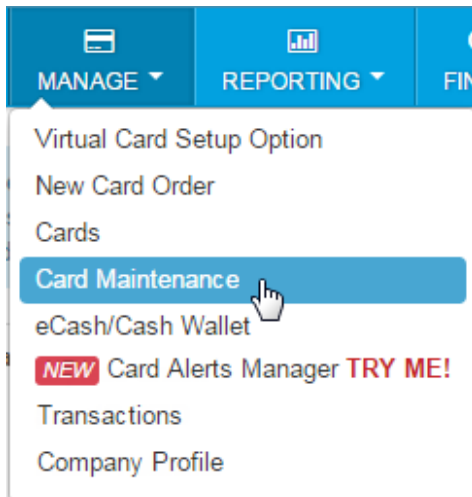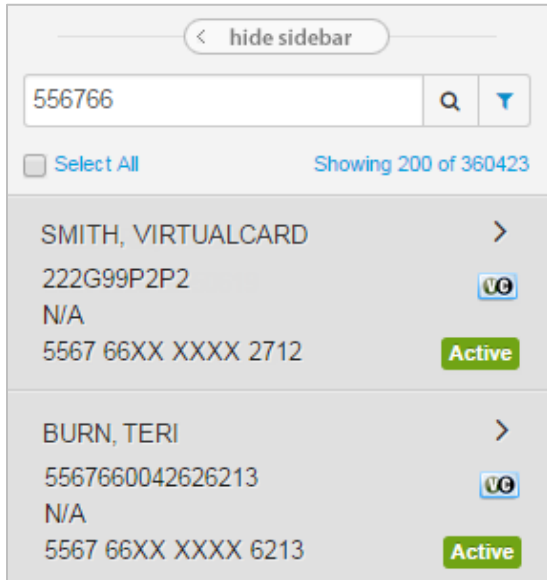
2. Use the search field to locate a virtual card set up for VCT. You can search by any of the virtual card's attributes (card number, customer ID, account code, etc.). Click on the card in the search results to open its details.

3. The virtual card's details open. Click **Resend Remittance** to resend an email or **Resend Fax** to resend a fax remittance. The merchant that received the virtual card will receive the resent remittance advice.

Note: Click **Edit** to change either the email address or fax number. If you change one of these values, you must resend the remittance advice.
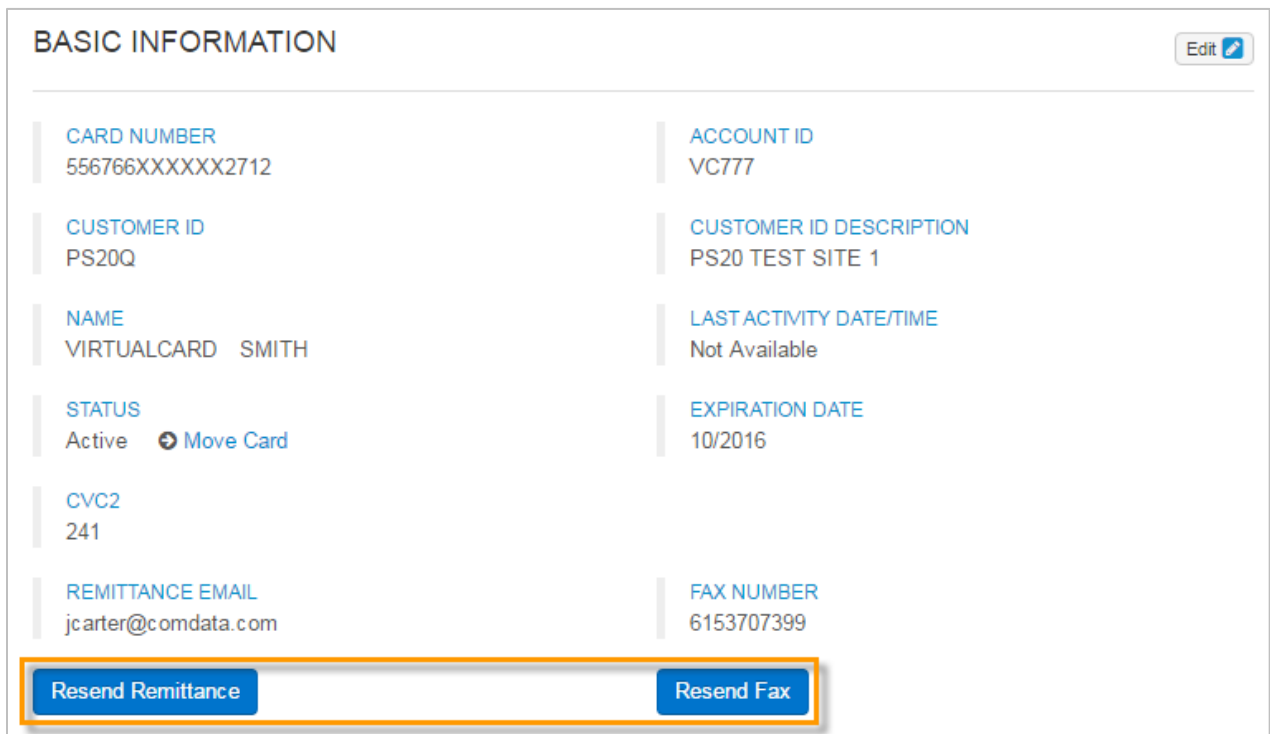
Example Email Remittance Advice

CREDIT CARD AUTHORIZATION FORM

AP BUYER COMPANY NAME PS20Q
123 AP BUYER ADDR Q SUITE PS20Q
APBUYERCITY, TN 37999
(615) 370-7000
QACOMDATAAPBUYER1@COMDATA.COM

Hotel Information

Hotel Info: Fairfield Inn New Bedford MA   **Confirmation #:** 997766

P: **Check-Out:** 08/30/2016
F:

Guest Name(s):

Check-In: 08/25/2016

Comments: A room with the view of the harbor

You are required to debit the card above according to the following restrictions, including all applicable taxes;

Room Cost: 1200.00

Payment Restrictions:

REGRESSION TEST GROUP 1

Example Fax Remittance Advice *(required for hotel transactions)*

Page 1

Fax

To:		From:	advisory, payment
Fax:	6153707211	Fax:	
Company:		Voice:	
Date:	August 07, 2016		
Subject:	Virtual Card Travel Booking from Ap Buyer Company Name Ps20q		
Comments:			

Page 2

COMDATA
Payment Innovation

CREDIT CARD AUTHORIZATION FORM

AP BUYER COMPANY NAME PS20Q

123 AP BUYER ADDR Q SUITE PS20Q

APBUYERCITY, TN 37999

(615) 370-7000

QACOMDATAAPBUYER1@COMDATA.COM

Hotel Information

Hotel Info:	Fairfield Inn New Bedford	Confirmation #:	856777
		Check-Out:	08/23/2016
Ph:			
Fax: (615) 370-7211		Travel Agency	
Guest Name(s):	JIMI HENDRIX	Booking Agent:	
Check-In:	08/19/2016	Comments:	Get a room wiht the view of the harbor

MULTI 5567 6600 0000 0000

VALID THRU 09/16

JIMI HENDRIX

mastercard

OT.04 32606 ICA7963 12/15   If found, send to P.O. Box 1848 Brentwood, TN 37024

506

Authorized Signature Not Valid Unless Signed
Do NOT write your PIN anywhere on this card.
Cardholder Services   855-823-8859
Servicios de Cuentahabiente 855-823-8859

COMDATA

Use of this card constitutes acceptance of the terms and conditions of the cardholder agreement as amended from time to time.
THIS CARD IS ISSUED BY RECEIVING BANK, PURSUANT TO LICENSE BY MASTERCARD INTERNATIONAL

MasterCard

You are required to debit the card above according to the following restrictions, including all applicable taxes;

Room Cost: 1200.00

Payment Restrictions:

REGRESSION TEST GROUP 1