

HSBC Corporate Charge Card for Travel

HSBC has created a secure web page that credit cardholders may use to view the activity posted to their account and the current balance and credit limit of the account. Cardholders may also use the web page to make online payments and update their information such as address and phone number. The web page is located at <http://evolve.us.hsbc.com> and users will need to complete a one-time registration in order to access their account. Registration requires some security verification information which includes cardholder number, expiration date, last payment amount and last statement balance. Users will also be asked to enter a Company Contact Name and may enter their own name here.

The [travel cardholder agreement](#) form signed by employees receiving cards has been revised. All current and future cardholders will need to complete this revised form and submit to the Business Office after it has been approved by the appropriate vice president.

More information on the university's Corporate Charge Card for Travel is available at www.stlawu.edu/business/travelcardpolicy.html. Specific questions should be directed to Rick Parks at ext. 5568.