

Travel Card Cardholder Agreement

BOSTON UNIVERSITY TRAVEL CARD PROGRAM



You are authorized to commit funds on behalf of the University and your business unit through the use of a University Travel Card issued in your name. You are the only person who may use your travel card. All expenses must be made by you on behalf of and for the benefit of the University department, school, college or other University entity in which you are employed. Personal purchases made with the Travel Card, other than ancillary personal purchases as defined in the Travel Card Policy, are not allowed, and cardholder privileges may be revoked for such use.

Compliance with University Travel policies and procedures, including timely submission of receipts and travel expense reimbursement requests is mandatory. All receipts, statements and other documentation related to card usage are University property and the University reserves the right to audit all records related to card usage. The card must be kept secure at all times by the cardholder and if lost or stolen immediately reported to U.S. Bank and Card Services for cancellation as outlined in the Travel Card Policy. You must view a training presentation and submit documentation of completion of training before use of the card is allowed.

Personal charges, and/or unused cash advances must be repaid to the University by personal check or payroll deduction, in accordance with the process outlined in the Travel Card Policy (provided to the Cardholder with this application). Fraudulent or intentional misuse of the card by the cardholder may result in revocation of the card, restitution and/or criminal charges. The University reserves the right to pursue all legal remedies available to it with respect to inappropriate card usage. The University further reserves the right to revoke cardholder privileges at any time and without notice.

I, the undersigned, as holder of this Travel Card, agree to accept the responsibility for the protection and proper use of the card, as noted above. I agree to abide by these as well as all other terms and conditions referred to below.

Please initial the following:

- I agree to review and comply with the Travel Card Policy and Travel and Business Expense policy
- I understand the items prohibited from purchase with this card and that I will be held personally responsible for unallowable purchases
- As holder of this Travel Card, I agree to accept responsibility for the protection and proper use of this card as detailed above, and in the Travel Card Policy
- I agree to allow my department, school, or college to facilitate obtaining the card and delivery to me; and cancellation and destruction of the card upon my termination
- I understand that it is my obligation to reimburse Boston University for any personal charges and/or unused cash advances funded by the University through the University Travel Card, in accordance with the process described in the Travel Card and Travel & Business Expense Policies

Cardholder Name (Printed) _____

Cardholder Signature _____

Date _____

Financial Approver Name (Printed) _____

Financial Approver Signature _____

Date _____