

TRAVEL CARD USE AGREEMENT FORM

I agree that use of the US Bank individual corporate travel card, referred to as “the Card” below, will be governed by the following:

I understand the Card is to be used for my State of Texas business-related travel charges only and cannot be shared with any other individual. The Card is not for personal use or any other type of expenditure that is not reimbursable as a state travel business expense. Use of the Card for charges other than official state business is a direct violation of the State’s contract with US Bank, Ethics Commission Advisory Opinion No. 147, and the State Travel Management Program’s rule [34 TAC §20.308] and, therefore, a misapplication of the state-issued card. Further, I understand that any misuse will result in cancellation of the Card and that I will be subject to disciplinary action up to and including termination of employment.

I understand that in accordance with the State of Texas contract, my account may be suspended if the unpaid balance reaches sixty (60) days past due, and the account will be canceled at ninety (90) days past due. In addition, if my account ages to sixty (60) or ninety (90) days past, a 2.5% late fee will be assessed. Further, I understand that I will be responsible for all charges resulting from use of the Card and that I am required to pay the account in a timely manner. Cancellation of the Card, for any reason, does not relieve me of the responsibility for payment of the charges and late fee assessments.

I understand that once I receive the Card, I am ineligible for cash advances or use of the Business Travel Account (BTA). Further, I understand that if my Card is suspended or canceled for misuse or nonpayment, I will not be eligible for cash advances or BTAs for the duration of my employment at Texas Tech.

I understand that information on Card usage is distributed to the Comptroller of Public Accounts Texas Procurement and Support Services (TPASS) Division, and TTUHSC.

I understand that the appropriate administrators, as well as my direct supervisor, will be notified in writing of any apparent misuse of my individual corporate card account. I also understand that any proven misuse of the Card will be reflected in my next scheduled performance evaluation or be placed as a permanent notation in my personnel file in TTUHSC records.

I understand that this signed agreement becomes legally binding and will be on file in the HSC Payment Services Office.

I understand the above-stated policies, regulations, and penalties for using a State of Texas individual corporate travel charge card and agree to abide by them.

Signature of TTUHSC Applicant

Printed Name of TTUHSC Applicant

Printed Name of TTUHSC Department/School

Employee R#

Signature of Applicant’s Supervisor

Printed Name of Applicant’s Supervisor

Center Location (City)

Date

Email completed and signed form to Travel@ttuhsc.edu.