



Texas A&M University-Texarkana Travel Card Application & Agreement Form

Use this form to apply for the University's travel card. Please read the agreement carefully. Obtain your account manager's approval and submit to the University Travel Specialist for processing.

Cardholder Name: _____ Cardholder UIN: _____

Cardholder Department: _____ Business Phone: _____

Cell Phone: _____ TAMUT E-mail: _____

Non-Frequent Travelers: Card will be issued with a Monthly Transaction Limit of \$1.00. Limit will be increased at time of travel.

Frequent Travelers: Card will be issued with a Monthly Transaction Limit of \$ _____ (not to exceed \$2,500). Additional funds can be requested on a temporary basis by submitting request to the University Travel Specialist.

As the cardholder, I agree to comply with the terms and conditions of the Agreement. I acknowledge that I have read and understand the terms and conditions of this agreement and the travel guidelines in The Guidelines for Disbursement of Funds.

I understand that Texas A&M University-Texarkana, hereinafter called Member, is liable to Citibank & MasterCard for all charges. If I use this card, I agree to use it for Member approved business travel expenses only. Furthermore, I agree not to charge personal travel expenses, and that I have attended training on the proper uses of the card. I agree to report any incidental personal charges against the University Travel Card during my business travel to the University Travel Specialist and reflect these charges on my Concur expense report.

I will repay the Member all personal charges no later than 30-days from the date of my expense report. I understand the allowable uses of the University Travel Card and have read the University Travel Cardholder Checklist. I further understand an expense report in the E-Travel system must be completed within 30 days of the last date of travel or the return date. I am also aware the card may occasionally be declined due to Merchant Category Codes. If my card is declined, I am to contact the University Travel Specialist.

I understand that the Member will audit the use of this card and report findings to the department account manager or appropriate vice-president. I understand that the card is the property of the Member. I further understand the Member may terminate the right to use this card at any time and for any reason. I understand that the improper use of this card may result in disciplinary action, up to and including my termination. I agree the card remains with the department immediately upon termination of employment and will notify the University Travel Specialist upon the event of my termination.

Cardholder Signature _____
Date

I hereby approve the applicant listed above for issuance of a Member University Travel Card and the amount of the monthly transaction limit, if applicable. I agree that any accounts that will be reallocated to in the E-Travel system will have sufficient funds. I will ensure that a reconciliation and approval of all expense reports will be performed in a timely manner. I understand that the improper use of this card may result in disciplinary action, up to and including termination of employment of the cardholder. I agree to immediately return the card to the University Travel Specialist upon the termination of any cardholder in my department.

Department Account Manger (Print/Type) _____
Department Account Manager Signature _____
Date

Texas A&M University-Texarkana Travel Card Checklist

1) Card Activation

- a) Call the Citibank customer service number on your card.
- b) Citibank will require a 4 digit PIN which is the last four (4) digits of your UIN.

2) Cardholder Responsibilities

- a) The cardholder is responsible for the security of the card at all times.
 - i) Some departments may opt to maintain the cards in a central location to be distributed at time of travel and returned at the end of travel
- b) Only business related travel expenses are allowed. No personal charges may be charged to the travel card.

3) The University/Agency Travel Card may be used for Airfare, Hotel and Car Rental along with Restaurants, Parking and Incidental expenses:

(1) Airfare:

- (a) Economy fare only unless prior approval from Department Head or Dean.
- (b) Approval documentation must be attached to the expense report in Concur.
- (c) When using State Funds contract airlines must be used unless you have a cost savings to the University.

(2) Hotel:

- (a) No personal charges, including phone, internet, and entertainment (games, movies, etc.).
- (b) When using State Funds you must use a contract hotel unless there is a cost savings to the University/Agency, or unless it meets one of the valid exceptions found on this form.
- (c) When traveling in state you must have the traveler submit a Texas Hotel Occupancy Tax Exempt Form upon checking into the hotel.
- (d) You should also present Texas State Sales and Use Tax Exemption Form when making other purchases at the hotel.

(3) Car Rental:

- (a) The contract car rental listed below are required when using State funds but should be used with local funds because of the excellent rates which include the required liability insurance:
 - 1. Avis
 - 2. Enterprise
 - 3. National

(4) Restaurants:

- (a) Itemized receipts are required.
- (b) If travel is within the state of Texas a Texas State Sales and Use Tax Exemption Form required to be submitted prior to ordering for **Business Meals Only**. Individual meals purchased while in travel status are not exempt from Texas State Sales Tax

(5) Parking and Incidentals:

- (a) All receipts are required, however if a receipt is not available submit the Documentation in Lieu of Receipt Form

4) Protect the card and card number at all times to prevent unauthorized use.

5) Immediately notify Citibank at 1(800)248-4553 or (800) 790-7206 and the program coordinator if the card is lost or stolen. If outside the US call collect to (904)954-7314

6) Dispute fraudulent transactions within 60 days of the statement date in which the transaction appears.