

**California State University, Stanislaus
Travel PCard Cardholder Agreement**

Name of Cardholder: _____ Department: _____ Email: _____ Phone: _____

Transaction Limit \$ _____ Monthly Limit \$ _____ New Card _____ Change or Update _____

The Cardholder accepts the authority and responsibility to utilize the University Travel PCard for University travel expenses within the limits established by the department. The Cardholder agrees to prepare a monthly statement to verify the accuracy of the Travel PCard billings using US Bank Access On-Line. The Cardholder further agrees to forward the statement with supporting itemized receipts to the Cardholder's Approving Official. The Approving Official is responsible for reviewing, signing, and forwarding the authorized statement to the Travel PCard Administrator to arrive on or before the first working day of each month. If a card is lost, the Cardholder must notify US Bank (800-344-5696), the Approving Official, and the Travel PCard Administrator immediately. If the card is stolen, the Cardholder must notify the University Police (ext. 3114) in addition to the Bank and the Travel PCard Administrator.

The Travel PCard must be used for University business travel only. The Travel PCard must not be loaned to another employee. Should a Cardholder terminate employment with the University, the Cardholder department is obligated to reclaim the Travel PCard and return it to the Travel PCard Administrator prior to the Cardholder's termination date.

CARDHOLDER AGREEMENT:

As holder of a Travel PCard, I agree to accept the responsibility for the protection and proper use of this card. I also agree to deliver an authorized Travel Request to the Financial Services Travel Department prior to the travel occurring. The Travel Request must be authorized by the appropriate Delegated Authority (AVP/Dean and/or VP); not by the Travel PCard approving official. International Travel must be pre-approved by the President.

I understand that the Travel PCard is not to be used for the following types of purchases:

- Non-travel related purchases and expenses
- Travel expenses that are extravagant and/or not ordinary or reasonable
- Alcoholic beverages (request a separate bill to be paid personally)
- Meals exceeding the \$55 per day allowance
- Incidentals exceeding the \$7 per day allowance
- Cash advances/Travelers Checks
- Personal travel (University authorized travel only)
- Travel involving unusual risk (e.g. private planes)
- International travel to areas on the State Department's Travel Warning list

Default Chart String	Account 606001	Fund	Dept.	Program	Project
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Cardholder:

Printed Name _____ Signature _____ Date: _____

APPROVAL TO ISSUE A TRAVEL PCARD:

Approving Official: (Individual in department authorized to approve expenses)

Printed Name _____ Signature _____ Date: _____

Vice President: (Vice President of the division in which the cardholder is employed)

Printed Name _____ Signature _____ Date: _____