

California State University, Stanislaus Travel TCard Cardholder Agreement

Name of Cardholder:	Department:	Email:
Transaction Limit \$	Monthly Limit \$	New Card Change/Update
		Phone #:

If level 2 transaction limits of \$5,000 & \$10,000 are selected a business justification must be included with your application

The Cardholder accepts the authority and responsibility to utilize the University Travel TCard 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 TCard billings utilizing Concur. 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, and approving the authorized Concur statement report following the provided due dates. If a card is lost, the Cardholder must notify US Bank (800-344-5696), the Approving Official, and the PCard Administrator immediately. If the card is stolen, the Cardholder must notify the University Police (ext. 3114) in addition to US Bank and the PCard Administrator.

The Travel TCard must be used for University business travel only. The Travel TCard must not be loaned to another employee. Should a Cardholder terminate employment, have a leave of absence or an extended vacation with the University, the Cardholder department is obligated to reclaim the Travel TCard and return it to the PCard Administrator prior to the Cardholder's termination and/or leave date.

CARDHOLDER AGREEMENT:

As holder of a Travel TCard, I agree to accept the responsibility for the protection and proper use of this card. I also agree to submit an authorized Travel Request utilizing Concur 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 TCard approving official. International Travel must be pre-approved by the President.

I understand that the Travel TCard 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

Business Justification for Level 2 Higher Limits

Default Chart String	Account	Fund	Dept.	Program	Project
	606001				

Cardholder:

Printed Name _____ Signature _____ Date: _____

APPROVAL TO ISSUE A TRAVEL PCARD:

Approving Official: (Individual in department authorized for issuance of a TCard)

Printed Name _____ Signature _____ Date: _____

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

Printed Name _____ Signature _____ Date: _____