



US Bank Corporate Travel Card Agreement

University Accounting Services
Accounts Payable - Travel
3801 W. Temple Avenue, 121-East-2160 | Pomona, CA 91768
Email: travel@cpp.edu

As a cardholder for the Corporate _____ Travel Card, I accept the responsibility to utilize the Corporate Travel Card for University travel expenses within the limits established by the department and the CSU Travel Policy and Procedures. Furthermore, I have attended the training and read and understand the Corporate _____ Travel Card Procedures.

I understand and agree to the following:

- The Corporate _____ Travel Card may only be used for university business travel and is not intended to avoid or bypass the CSU Travel Policy and Procedures. Travel must be approved in advance of making non-cancellable travel arrangements. All charges must comply with the University’s Travel Policies and Procedures.
- All State purchasing guidelines still apply and purchases shall not be split to circumvent purchasing procedures.
- I will abide by all requirements and special conditions as outlined in the Corporate _____ Travel Card Procedures.
- I am responsible for the original, itemized receipts/invoices that will be used in the reconciliation of the monthly statement. The receipts/invoices will be attached in the order they appear on the monthly statement. To avoid not having a receipt or an appropriate substitution, I will make sure the vendor can provide an adequate receipt prior to making a purchase.
- I am responsible for filing any dispute forms so that the monthly bill can be adjusted accordingly.
- I, the cardholder, agree to provide the necessary documentation (i.e. itemized receipts/invoices) to the approving official for reconciliation of the bank statement for each billing cycle in a timely manner, in order for the approving official to forward appropriate documentation to University Accounting Services no later than the 1st of each month; which will ensure payment without penalty or interest charges. I will make provisions if I am to be absent during this period.

If a card is lost or stolen, I will notify US Bank (800-344-5696), my approving official, and the Corporate Travel Card Administrator immediately.

Any unauthorized use or misuse of the card may result in the cancellation of the card. Unauthorized use includes, but may not be limited to, allowing someone else to use my card or providing my card information to someone else to use. Misuse is the use of the card for any personal benefit or inappropriate purchases. The card should only be used for travel-related purchases. Refer to the Prohibited Travel Expenses section in the Individual and Departmental Corporate Travel Card Procedures document for additional details. I understand that in the event prohibited items are purchased, I will be subject to the following:

- First Violation: Email to the cardholder.
- Second Violation: Email to the cardholder, the approving official and the AVP of FAS.
- Third Violation: Possible cancellation of the card at the discretion of the AVP of FAS.

I will ensure that the approving official signs and forwards the reconciliation documents to University Accounting Services no later than the 1st of the following month. I understand that failure to submit the reconciliation documents to University Accounting Services by the due date will result in the following:

- First Violation: Email to the cardholder.
- Second Violation: Email to the cardholder, the approving official and the AVP of FAS.
- Third Violation: Possible cancellation of the card at the discretion of the AVP of FAS.

I understand that this card is valid only while I am employed in this department and that if I transfer to another department, or at the time of separation from the University, I must relinquish this card to the Corporate Travel Card Administrator.

Cardholder's Printed Name

Cardholder's Signature

Email Address

Department

Phone Ext.

Date