

Travel Cardholder Agreement

Purpose: To pay for Hotel Lodging Expenses; e.g.

- 1. Lodging
2. Lodging parking
3. Lodging Business Telephone Expense
4. Lodging Business Internet Access Expense
5. Large Vehicles for moving equipment
6. Rental cars for groups five (5) or more
7. Fuel Expenses for Fleet Vehicles
8. Fuel Expenses

In return for the purchasing authority delegated to me and in consideration of my responsibility as a travel cardholder, I agree to:

- Comply with this agreement and the applicable provisions of the online Travel Policies, Index F and "Travel" in the General Office Procedures (GOP Guide).
Department completes monthly voucher by the due date each month. Scan and attach all supporting documentation to the travel voucher. Supporting documentation should be retained in the department for thirty days. If voucher is not received in Finance, card will be suspended.
Accept responsibility for the protection and safeguard of this card and will immediately report a lost or stolen card to JPMorgan Chase and the University Travel Administrator;
Purchase ethically, fairly, and without conflict of interest seeking the best value and will avoid vendors or individuals who are not in good standing with the State of Texas;
Avoid using the travel card for any personal purchases. I understand personal purchases are strictly prohibited and unauthorized;
Not use the travel card for the purchase of restricted goods and services listed in the University Procurement Card Manual;
Surrender the card immediately upon request or termination of employment.

I further understand that:

- My expense report and supporting documentation is subject to review and audit at any time;
Failure to comply with the applicable provisions of Travel Policies and Procedures and/or this Agreement may result in revocation or temporary suspension of my travel card privileges;
The University is liable to JPMorgan Chase for all charges made by me and that my personal credit history will not be affected by use of this card;
The travel card is the property of the University and the University may terminate my right to use this Travel Card at any time and for any reason;
I am required to take mandatory refresher training as a condition for continued cardholder privileges;
Improper use of this card may result in disciplinary action, which may include termination of employment, and criminal prosecution. I also understand that thefts of property by public employees, by virtue of their employment, that would ordinarily be considered misdemeanors may be considered state jail felonies (Texas Penal Code, Section 31.03). I agree to repay the University of Houston-Victoria (UHV) any amounts owed by me even if UHV no longer employs me.

I acknowledge that I have completed the current WebCT Credit Card Data Security training. I understand any questions I have should be directed to the campus travel card administrator, whose name and telephone extension is listed at the bottom of this agreement.

I hereby acknowledge receipt of Travel Card # _____, SC# _____, Expiration date _____

Department Head Approval _____ Signature Date _____

Cardholder Signature _____ Signature Date _____

Print Name _____ Department _____

Campus Telephone No _____ Campus Fax No. _____

E-mail Address _____