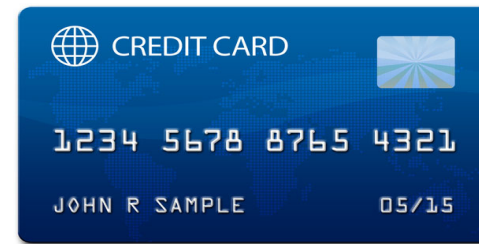


NEW TRAVEL CARDS



- The new card is a corporate Travel Card through Citibank (Silver in Color).
 - It is NOT a declining balance card and does NOT expire – **keep it!**
 - Although it is a UHCL corporate card it will have your name on it.
 - Your card number will be included in your Concur user profile.
 - The card can be used for **any UHCL business travel expenses.**
 - Using the travel card to purchase goods or any other use is deemed **misuse**.
 - You are personally responsible to repay UHCL for misuse and may lose card privileges.
 - Apply for it online at the Travel Office page within Business Operations -
 - 2 documents are in one e-Application: Citibank Application and UHCL Card Agreement
 - Caveat - Unreimbursed expenses must be repaid to UHCL within 45 days after the last date of travel.
 - Expenses must be reallocated within 10 days after the last date of travel
 - Concur will send automated reminders at 7 and 10 days

TRAVEL CARD PACKET

- UHCL Travel Card Agreement contains general guidelines, as follows:
 - Background checks
 - Card Safety & Use
 - Non-Reimbursed Expenses
 - Card Cancellation
 - Expense Reporting
 - Receipts
 - Separation/Job Change
 - Traveler Signature
- Compliance with the Interim UHCL Travel Policy is mandatory