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
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.