

# **TRAVEL CARD AGREEMENT**

The University of Houston Clear Lake (UHCL) Travel Card provides a way for travelers to pay for business travel expenses. Travel on UHCL business includes trips while performing duties of the UHCL position held, including teaching, research, affiliation and alliances, training, university governance or accreditation activities, and/or community service. These travel expenses typically involve airfare, lodging and applicable taxes/fees, car rental, mileage, business related incidentals, conference registration and meals.

## **BACKGROUND CHECK**

UHCL Human Resources will run a background check for new Travel Card requesters and will then repeat this background check annually for all current Travel Card holders.

## **CARD SAFETY AND USE**

The traveler is responsible for keeping the card safe, and is the only individual authorized to use it. Further, the expenses charged to the card must only be those of the cardholder. If the card is lost, stolen or declining the traveler must first notify US Bank at 1-800-344-5696, and then the Travel Office immediately, via email and/or phone. 281-283-2270. [ConcurTravel@UHCL.edu](mailto:ConcurTravel@UHCL.edu).

## **NON-REIMBURSED EXPENSES**

Any non-reimbursed expenses charged to the card must be repaid to UHCL by creating a journal entry in Peoplesoft and then bringing the journal report to the SBS (Student Business Services) office along with your check or cash, within 45 calendar days. Outstanding balances will be reported to the State of Texas Comptroller of Public Accounts as a vendor hold after 45 calendar days.

## **CARD CANCELLATION**

Misuse may result in card cancellation. Examples of misuse include non-business travel charges, non-repayment of outstanding balances timely, and other transactions without university benefit. Card cancellation does not relieve the cardholder from repayment of unreimbursed expenses. Furthermore, the cardholder will be prohibited from additional travel until the debt is cleared.

## **EXPENSE REPORTING**

An expense report must be completed 7-10 business days after the last date of travel.

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## **PURCHASES OF ALCOHOL**

Expenses for alcohol are non-reimbursable, including alcohol purchased during travel, subject only to a pre-approved exception granted by the university President or his/her designee.

## **RECEIPTS**

Receipts are required for each card transaction and must be uploaded into Concur through travel expense reporting. Any expense incurred without an associated receipt will need to be repaid to UHCL.

## **SEPARATION/JOB CHANGE**

The cardholder who separates from the University or moves to another department within the university must return the card to the Travel Office at SSCB 3.305, in person. Do not mail the card!

All charges must be submitted on a final expense report before the date of separation/move, and before the physical card is returned. Outstanding payments for non-reimbursed expenses are due and payable prior to the employee's last day at the university or department.

By signing, the cardholder agrees to the foregoing terms and conditions.

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Cardholder Name

Signature

Date

# TRAVEL CREDIT CARD APPLICATION

## SECTION II: INSTRUCTIONS

1. **Cardholder:** Reviewed and Sign the Travel Card Agreement
2. **Cardholder:** Complete and Sign Application. (**Sections: II and III**)
3. **College/Department Business Administrator:** Sign and Date (**Section III**)
4. **Department Supervisor/Head:** Sign and Date (**Section III**)
5. **Human Resources:** Select appropriate checkbox (**Sections IV**) to verify background checks.
6. **Travel Office:** Review and Sign if Completed (**Section V**)

## SECTION II: CARDHOLDER INFORMATION

First Name of Cardholder	Middle Name	Last Name
UHCL		
Company Name	Business Phone#	UHCL Email Address
2700 Bay Area Blvd		
Billing Address		
Houston	Texas	77058-1002
		USA
City	State	Zip Code
		Country

Employee ID#:	Card Activation Password / PIN ( <b>last four digits of your Business Phone #</b> )
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*** New Hire:	Yes	No
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\*\*\* New Hire, please be advised that the Travel Office will send your application to Human Resources for a background check.

## SECTION III: DEPARTMENT INFORMATION

<u>Department Name:</u>	<u>Department Code:</u> C	<u>Standard Credit Limit:</u> \$2,500.00
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Cardholder	Signature	Date
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College/Business Administrator	Signature	Date
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Department Supervisor/Head	Signature	Date
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<b>SECTION IV: HUMAN RESOURCE BACKGROUND CHECK</b>	<b>Cleared</b>	<b>Not Cleared</b>
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## SECTION V: TRAVEL OFFICE

Travel Administrator	Signature	Date
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UHCL TRAVEL OFFICE  
 SSCB 3.305 2700 Bay Area Blvd, Box 105, Houston, TX 77058-1002 Ph. No.: (281) 283-2270 | Fax No.: (281) 283-2156

**\*\*\*\* All Information on the Travel Card Agreement and Application Form Must be Fully Completed and Signed by all Parties then Emailed to the Travel Office at [Concurtravel@uhcl.edu](mailto:Concurtravel@uhcl.edu) \*\*\*\***