UNIVERSITY OF HOUSTON-CLEAR LAKE TRAVEL CREDIT CARD AGREEMENT

Date:

I hereby acknowledge receipt of a University Travel Credit Card from the University of

Houston-Clear Lake for the following trip:

Destination:

Travel Dates: to

I understand and agree that the University is not obligated by law to provide me a travel credit card, which is provided solely for my convenience and benefit and the University is not liable for any problems that may occur.

**We suggest taking a personal credit card or check book in case unforeseen problems come up related to authorization to use the UHCL card. Some hotels may not honor our credit card. We cannot guarantee it will be accepted.**

Therefore, in consideration of receipt of this travel credit card, I hereby acknowledge my debt to the University, which I agree to repay in accordance with the following terms and conditions:

When my Travel Voucher form is processed upon my return from this trip, my expense reimbursement will be applied first to my travel credit card charges. Any reimbursement in excess of my travel credit card charges will be paid to me by check.

**You may destroy the hotel credit card upon return to campus. There is no need to return the card to the Travel Office. Please email the paid hotel bill to the Travel Office.**

I will remit my expense report within ten (10) working days after my travel is complete and upon my return to campus. If after thirty (30) days my Travel Voucher has been submitted and I still owe a balance on my travel credit card use, I hereby agree to repay the University by payroll deduction until the travel card used is repaid in full. I understand that my failure to comply with these regulations for travel card use will cause me to lose this benefit for future travel.

If I should terminate my employment at the University, I agree to pay all outstanding travel card charges immediately. If for some reason I do not settle up my account at termination, I further

agree and authorize the travel card charges to be deducted from my final paycheck, vacation payoff, retirement benefit, or other amounts owed to me by the State of Texas or the University after taking into account any approved travel expenses submitted by me.

Executed this day of

Signature of Authorized Representative Traveler Signature by and on behalf of the

University of Houston-Clear Lake

Printed or typed name