FINANCIAL SERVICES
TEXAS WOMAN'S UNIVERSITY

Travel Card Agreement
Travel Card Program

Agreement

I hereby acknowledge receipt of a Texas Woman's University Travel Card. I acknowledge that I have read, understand, and agree to comply with the terms and conditions of this Agreement. I acknowledge that TWU is liable to U.S. Bank for all TWU charges and understand that TWU will audit the use of this card.

I agree to use this card for Texas Woman's University business purchases only and under no circumstances will I use the Travel Card to make personal or non-TWU purchases, either for myself or for others. I understand that making such purchases will result in card suspension or cancellation. I understand that I will not request or receive cash from suppliers for exchanges or returns.

I understand that all purchases must be made in accordance with the State of Texas and Federal applicable statutes and regulations, the State Comptroller's rules, and Texas Woman's University rules. I understand that purchases require sufficient documentation supporting the purchase. I understand that making non-compliant purchases may result in card suspension or cancellation.

I have reviewed TWU's Travel policies, procedures, and guidelines and agree to follow the established policies and procedures when using the Travel Card. Failure to do so may result in revocation of my Travel Card privileges or other possible disciplinary actions. I understand that the Travel policies, procedures, and guidelines may be updated at any time, and I am responsible for staying informed of such updates.

I understand that the Travel Card is property of Texas Woman's University. I understand that Texas Woman's University may terminate my right to use the Travel Card at any time, for any reason.

I understand that I am the only individual authorized to use this Travel Card. It is not transferable to any other individual. I understand that allowing someone else to use my Travel Card will result in card suspension or cancellation.

Upon my transfer to another TWU department, I will contact the Credit Card Services Team to update my information. Prior to termination of my employment, I agree to reconcile all outstanding Travel Card purchases in Concur, submit a Request in Concur to close my Travel Card, and destroy the card.

Reporting: I understand that all Travel expenses must be documented and reconciled by completing an expense report in Concur within 90 days of the last day of travel. I understand that expenses submitted after the 90-day deadline may become my responsibility and may be reported as taxable income.

Bridge Training: I confirm I have completed required Bridge Training within the past year. I understand that this training is required annually or when a card is suspended, a new card is issued due to fraudulent activity, or a new card is issued due to card expiration.

Cardholder Acknowledgement

_____	_____
Cardholder Name	Department Name
_____	_____
Cardholder Signature and Date	Department Head or Supervisor Name

TWU Credit Card Services Official Use Only

_____	_____
Date Form Received	Received By