

Texas Tech University Health Sciences Center El Paso Travel Card Use Agreement

I agree that use of the U.S. Bank individual corporate travel card, referred to as “the Card” below, will be governed by the following:

I understand the Card is to be used for my State of Texas business-related travel charges only and cannot be shared with any other individual. The Card is not for personal use or any other type of expenditure that is not reimbursable as a state travel business expense. Use of the Card for charges other than official state business is a direct violation of the State’s contract with U.S. Bank, Ethics Commission Advisory Opinion No. 147, and the State Travel Management Program’s rule [34 TAC §20.413] and, therefore, a misapplication of the state-issued card. Further, I understand that any misuse will result in cancellation of the Card and that I will be subject to disciplinary action up to and including termination of employment.

I understand that in accordance with the State of Texas contract, my account may be suspended if the unpaid balance reaches sixty (60) days past due, and the account will be canceled at ninety (90) days past due. In addition, if my account ages to sixty (60) or ninety (90) days past, a 2.5%, minimum \$2, late fee will be assessed. Further, I understand that I will be responsible for all charges resulting from use of the Card and that I am required to pay the account in a timely manner. Cancellation of the Card, for any reason, does not relieve me of the responsibility for payment of the charges and late fee assessments.

I understand that once I receive the Card, I am ineligible for cash advances or use of the Business Travel Account (BTA). Further, I understand that if my Card is suspended or canceled for misuse or nonpayment, I will not be eligible for cash advances or BTAs for the duration of my employment at TTUHSC El Paso.

I understand that information on Card usage is distributed to the Comptroller of Public Accounts Texas Statewide Procurement Division, and TTUHSC El Paso.

I understand that if an emergency (i.e., lost luggage, automobile repair on personal vehicle) relating to the business trip, while away from designated headquarters, requires the use of the Card, I must immediately notify my direct supervisor and the Payment Services Office in writing of the charges and provide an explanation of the situation.

I understand that the appropriate administrators, as well as my direct supervisor, will be notified in writing of any apparent misuse or delinquency of my individual corporate card account. I also understand that any proven misuse of the Card will be reflected in my next scheduled performance evaluation or be placed as a permanent notation in my personnel file in TTUHSC El Paso records.

I understand that this signed agreement becomes legally binding and will be on file in the TTUHSC El Paso Payment Services Office.

I understand the above-stated policies, regulations, and penalties for using a State of Texas individual corporate travel charge card and agree to abide by them.

Signature of TTUHSC El Paso Applicant

Signature of Applicant’s Supervisor

Printed Name of TTUHSC El Paso Applicant

Printed Name of Applicant’s Supervisor

Printed Name of Department/School

MSC Code

Date

Employee R#

Email completed and signed form to TravelElp@ttuhsc.edu.