

# **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, EXCLUDING MEALS. The card should be used to pay for the traveler's business meals while in travel status.

## **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 or stolen the traveler must first notify Citibank at 1-800-248-4553, and then the Travel Office immediately, via email and/or phone. 281-283-2270. TravelOffice@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 Room 3.304 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
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