



**University
of Houston
Clear Lake**

Today's Date:

Travel Dates: to

To Whom It May Concern:

This is notification that _____ is on official University of Houston-Clear lake business and his/her lodging and taxes (only) will be paid by our agency through our Travel Agency credit card program. We will be responsible for these charges he/she incurs.

Should you have any questions, please do not hesitate to call.

University of Houston-Clear lake
Travel Office
2700 Bay Area Blvd, MC 105
Houston, TX 77058

Office: 281-283-2270
Alternate: 281-283-2130
Fax: 281-283-2137
TravelOffice@uhcl.edu

Accounts Payable and Travel Department
2700 Bay Area Blvd Houston, TX 77058

UNIVERSITY OF HOUSTON-CLEAR LAKE
TRAVEL CREDIT CARD AGREEMENT

Name:

I hereby acknowledge receipt of a University Travel Credit Card from the University of Houston-Clear Lake for the following trip:

Destination:

Ex. Houston TX USA

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 considering any approved travel expenses submitted by me.

Executed this _____ day of _____ 20 _____.

Traveler Signature

For Travel Office Use Only

TRAVL CREDIT CARD PROCEDURES

The University of Houston-Clear Lake Travel Office has obtained travel credit cards for use during official University travel.

The card may be used only to pay for hotel daily room rates and taxes associated with those charges. No other charges on the travel credit card.

Request for cards may be noted on the Travel Authorization Form in the Estimated Expenses Worksheet box or by email to TravelOffice@uhcl.edu a week in advance of travel. The traveler will be notified via email when the card is ready to be picked up in the Travel Office. The traveler will sign a Travel Card Agreement form when picking up the travel card.

The Travel Office will activate the card with the proper amount of funds for the trip and the inclusive dates of the trip. The travel card may be used during these dates and up to the dollar amount limit. Please notify the Travel Office if the card will be used to make a deposit for the hotel reservations so that the appropriate date will be selected for usage of the card.

The traveler may destroy the hotel 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 within two (2) business days after returning from trip.

We suggest taking a personal credit card or check book just 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.

All charges placed on the travel card will be deducted from the travel expense report completed by the employee upon return from the tip.

If questions come up concerning the use of the card, please call the following numbers:

Monday – Friday 9 AM to 5 PM 281-283-2270 Travel Office
(Or call Debbie Carpenter at 281-283-2150 or Rosie Pineda at 281-283-2126)
Citi Bank: 800-248-4553

Security Information:

A four-digit security code will be assigned for the one-time usage of the card. If there is a need to contact the Customer service Phone number on the card, the security code will be required. Other information that may be requested by the hotel to verify authorized users:

UHCL Contac: Debbie Carpenter 281-283-2150
Billing address: 2700 Bay Area Blvd Houston, TX 77058

Hotel employees could access the UHCL website to identify faculty and staff listed in the directory:
www.uhcl.edu