UNIVERSITY OF CENTRAL MISSOURI
BUSINESS TRAVEL CARDHOLDER AGREEMENT

Cardholder agrees to accept responsibility for the protection and proper use of the University Travel Cards in accordance with the terms and conditions below. Only the person(s) who has signed and accepted these responsibilities will be able to use the University’s Business Travel Card.

Cardholder initials are required after each paragraph below:

1. Cardholder agrees to provide the supporting itemized receipts from the vendor to their Department for each transaction made on the travel card under this and other University policies and procedures. Failure to report each transaction and or document any purchase may be deemed an improper use of the University Business Travel Cards. Note: Receipts for individual meals within UCM meal cap are not required.

2. Cardholder agrees that all charges made on the University Business Travel Card shall be charged directly to the cardholder’s departmental budget.

3. If the card is lost or stolen, Cardholder shall notify UMB Bank Security 1-800-821-5184 immediately, also notify the BTC Coordinator in the Accounts Payable Office, and your immediate supervisor as soon as possible.

4. Cardholder is personally responsible for all charges incurred from the improper use of the University Business Travel Cards. Cardholder agrees that the card is not transferable if issued directly to them.

5. THE CARDHOLDER MAY NOT MAKE PERSONAL PURCHASES ON THE CARD. Cardholder agrees that his/her improper use of the University Business Travel Card may be cause for disciplinary action by the University including termination and that improper use of the University Business Travel Card may subject Cardholder to criminal prosecution. Cardholder understands that the University may withhold amounts attributable to improper use by Cardholder from any paycheck or other state of Missouri warrant which may be payable to the Cardholder.

6. Cardholder agrees that should his/her employment with the University terminate for any reason, the University Business Travel Card must be returned to the BTC Coordinator. Cardholder understands that the University may withhold his/her final paycheck until the University Business Travel Card(s) is returned. Cardholder also understands that the University may withdraw authorization to use the University Business Travel Card and require the return at any time for any reason.

7. Cardholder agrees that expense items charged to the University Business Travel Card can not be claimed for personal reimbursement on any travel claim form, petty cash form, or any other University form that allows the cardholder to be reimbursed.

8. Cardholder agrees that use of the University Business Travel Card is for the purchase of travel related expenditures. Purchases are subject to individual card limitations on expenditures for use in official state business. All purchases must comply with state accounting and purchasing statutes, regulations and policies including all policies the University implements in the use of the Travel Card.

9. The cardholder agrees that if in doubt whether a purchase is authorized the Cardholder shall seek prior approval from the BTC Coordinator. Such approval presumes the proper use of the University Business Travel Cards.

10. The Cardholder understands that when the University Business Travel Card is used for Travel all University Travel regulations are applicable. See paragraph 7 above.

11. Cardholder acknowledges by his/her signature to this agreement, that he/she understands the proper use of the University Business Travel Card.

Cardholder signature: ___________________________________________ Date: _____________

Original to: Accounts Payable 1st Copy to Department 2nd Copy to Cardholder (Revised APRIL 2007)