

# UCOP Travel and Entertainment Card

## Application – US Bank VISA

**IMPORTANT: All fields are required. An incomplete application will be returned.**

### Cardholder Agreement

(Please read before signing / all fields must be completed)

***My signature below verifies that I understand and agree to all of the following:***

- The T&E card will be issued to me upon signing the application; this card must be used in accordance with University policy and the cardholder agreement.
- The T&E card is to be used for my University of California business travel and entertainment charges only. That means no personal charges and no charges on behalf of others. Failure to comply with the requirements of the T&E card may result in disciplinary action, including termination.
- I am totally responsible and liable for **all** expenses charged to the T&E card (including late fees). I further understand and agree that payment is due to US Bank upon receipt of the statement; I will submit my expense reports as soon as possible following the incurrence of charges to ensure sufficient time for processing within the 30-day billing cycle (25<sup>th</sup> of the month.)
- Failure to pay US Bank for all undisputed charges will result in the permanent cancellation of the T&E card.
- I will discontinue use and surrender the card upon request or upon termination of employment for any reason.
- The complete Cardholder Agreement will be provided by US Bank when the card is issued and I agree to read all the terms and conditions.
- All T&E card transactions are viewable by authorized UCOP personnel who may also be copied on correspondence regarding use and management of the card.
- Federal law requires University personnel to obtain, verify and record information that identifies me when I open an account; therefore, I will be asked to provide my name and address; University personnel will be accessing my date of birth and tax identification number for this purpose.

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Cardholder Signature

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Date

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Department Name

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Dept Code

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Cardholder's Full Legal Name (First, Middle Initial, Last)

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Employee ID

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Physical Residential Address

City

State

Zip

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Residential Mailing Address (if different from above)

City

State

Zip

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Work Phone

Home or Cell Phone

Email Address

### Business Manager / Supervisor Agreement

(Please read before signing)

***My signature below verifies that I understand and agree to all of the following:***

- The T&E card is to be used for business travel and entertainment charges only. Failure to comply with the requirements of the T&E card may result in disciplinary action, including termination of cardholder.
- In the case of inappropriate use or failure to keep the account current, I will be responsible for assisting the UCOP Business Resource Center to facilitate the resolution of outstanding issues and may be required to use department resources to pay outstanding debt.

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Business Manager/Supervisor Name

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Business Manager/Supervisor Signature

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Date

Print, scan, and submit through [ServiceNow](#) (CAAP) >Travel & Entertainment Card Application or email to [BRCTravel&Ent@ucop.edu](mailto:BRCTravel&Ent@ucop.edu).