

# UC San Diego Travel and Entertainment Card

## Cardholder Agreement

The Travel & Entertainment (T&E) Card is a corporate-billed Visa card program issued by US Bank to employees to use for preauthorized university business travel and official entertainment / event expenses. All card transactions are automatically paid by the university. Cardholders are required to use the card appropriately and reconcile all transactions.

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

- The UC San Diego corporate-billed Travel & Entertainment (T&E) Card will be issued to me upon signing the application; this card must be used in accordance with University policy and cardholder agreement.
- The T&E card is to be used for my preauthorized business travel and entertainment / event expenses only.
- Unless acting as a group leader, event host, or coordinator, my T&E card cannot be used to make payment on behalf of others.
- The T&E card cannot be used for personal charges.
- I am responsible to reconcile all transactions in Concur upon trip or event completion and within 45 days.
- If any transaction, or portion thereof, includes a personal expense, I understand that I am liable and must reimburse UC San Diego at the time of reconciliation, or within 45 days.
- I am responsible to contact US Bank directly for disputed or fraudulent charges and complete all required documentation.
- I am responsible to notify IPPS-Travel if I change work locations.
- I will discontinue use and surrender the card to my supervisor immediately upon request or termination of employment for any reason.
- T&E card transactions are viewable by authorized university personnel who may be included in correspondence regarding the use and management of the card.
- Failure to comply with the requirements of the T&E card may result in disciplinary action, including permanent cancellation of the card and termination of employment.
- Upon issuance of the card, US Bank will provide an additional Cardholder Agreement, which I agree to read and to abide by all the terms and conditions.

\_\_\_\_\_  
Cardholder Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Business Unit/ Dept. Name

\_\_\_\_\_  
Mail Code

\_\_\_\_\_  
Cardholder's Employee ID

\_\_\_\_\_  
Work Phone

## Financial Unit Responsibility Authority

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

- The T&E card is to be used for preauthorized business travel and entertainment/ event expense charges only. Failure to comply with the requirements of the T&E card may result in disciplinary action, including permanent cancellation of the card or termination of employment.
- In the case of inappropriate use or failure to reconcile expenses paid by UC San Diego, I understand outstanding transactions will be charged to the COA and when necessary, the Business Unit is responsible to perform the collection process.

Financial Unit Authority Approver \_\_\_\_\_

Date: \_\_\_\_\_

Financial Unit Authority Print Name: \_\_\_\_\_

**Print, sign, and attach to Concur UCSD Card & Payment Products Request. Questions: [Services & Support](#)**