

# UC San Diego

## Travel & Entertainment – Temporary Virtual Card

### Cardholder Agreement

The Travel & Entertainment Temporary Virtual Card is a corporate-billed virtual Visa card issued by US Bank 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 in accordance with university policy and must reconcile all transactions in Concur upon the completion of the travel or event.

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

- The UC San Diego corporate-billed Travel & Entertainment (T&E) Temporary Virtual Card (TVC) will be issued to me upon signing and submitting this application; this Temporary Virtual Payment Card must be used in accordance with University policy and the US Bank cardholder agreement.
- The T&E-TVC is to be used for my preauthorized business travel and entertainment/event expenses only.
- Unless acting as an event host, or coordinator, my account cannot be used to make payment on behalf of others.
- The T&E-TVC must never be used for personal charges.
- I am responsible to reconcile all transactions in Concur Travel & Expense 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.
- I am responsible to contact US Bank directly for disputed or fraudulent charges and complete all required documentation.
- I will discontinue use immediately upon request from my supervisor or upon termination of employment.
- T&E-TVC transactions are viewable by authorized university personnel who may be included in correspondence regarding the use and management of the virtual card.
- Failure to comply with the requirements of the T&E-TVC may result in disciplinary action, including cancellation of the virtual card and up to termination of employment.
- Upon issuance of the card, US Bank will provide an electronic Cardholder Agreement, which I agree to read and to abide by all the terms and conditions.
- The T&E-TVC is a virtual card that requires the use of US Bank's Instant Card application and is used with Google Wallet or Apply Pay products.
- The use of this card product is voluntary and UCSD will not be responsible for data charges that result from using the card.

Cardholder Name (Print)	Cardholder Signature	Date
Cardholder UCPATH ID	Cardholder Email	Cell Phone
Business Unit/ Dept. Name	Financial Unit Number	Mail Code

### Financial Unit Approver Agreement

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

- The Travel & Entertainment - Temporary Virtual Card is to be used for official university business travel and entertainment/ event purchases only. Failure to comply with the requirements of the T&E-TVC may result in disciplinary action, including the cancellation of the card and up to termination of employment.
- In the case of inappropriate use or failure to reconcile expenses paid by UC San Diego, I understand that aged unreconciled transactions will be charged to the department COA and when necessary, the Business Unit is responsible to perform collection process.

Financial Unit Approver Print Name: \_\_\_\_\_

Financial Unit Approver Signature: \_\_\_\_\_ Date: \_\_\_\_\_

To request a T&E – TVC, print, sign, and attach this form to a Services & Support case. Questions: [Services & Support](#)