

# University of Utah Travel Card Cardholder's Agreement

The University of Utah ("University") is pleased to offer you a Travel Card ("TCard"). This Card represents the University's trust in you to make only travel-related purchases. With this trust comes the responsibility to protect the University's assets.

I, the undersigned, hereby acknowledge that my receipt of a University Travel Card is conditioned upon my compliance with the terms and conditions of this Agreement. As an authorized cardholder, I agree to comply with the terms and conditions of this Agreement and with the provisions of the University Travel Card Concur training which I have received from the University's Travel Department. I understand all purchases will be loaded into Concur (current reconciliation system), and the travel expense report will be completed within 30 days. I also agree to comply with each of the requirements and provisions applicable to Travel Card users established on the Travel Card Website ("Website"), as it may be amended from time to time.

I understand that the University is liable to JPMorgan Chase bank for all charges I make using the TCard. In the event of a lost or stolen Travel Card, I understand that my department is liable to JPMorgan Chase for the transactions made on the Card up until the card is cancelled with the bank and in circumstances where the bank is unable to refund the expenses.

I accept responsibility for the protection and proper use of the TCard as outlined in this Agreement, the training, and the Website information. I understand that the TCard must be used only for authorized University travel in accordance with University Policies and State of Utah laws and that no personal expenses are to be charged to the Card. I also understand that the TCard must not be used to purchase meals or various restricted items as described in the training and Website information, as they may be amended from time-to-time.

I further understand that improper or fraudulent use of the TCard may result in disciplinary action, including, but not limited to, the University's withholding of my wages to offset any unauthorized expenditures and/or termination of employment. I agree to allow the University to collect any amounts owed by me for improper or personal purchases even if I am no longer employed by the University. Should I fail to use the TCard properly, I authorize the University to take whatever steps are necessary to collect an amount equal to the total of the improper purchases. If the Card was used for an intentional personal purchase, I agree to reimburse the University for the entire expense and remit an administrative penalty in an amount equal to 50% of the personal use expenditure to the University (Utah Code 53B-7-1-106). If the University initiates collection or legal proceedings to recover amounts owed by me under this Agreement, I agree to pay all fees or expenses incurred by the University.

I understand that the University may terminate my right to use the TCard at any time for any reason. I agree to surrender the TCard immediately upon request or upon termination of employment.

**MY SIGNATURE BELOW INDICATES I HAVE READ AND UNDERSTAND THE TERMS AND CONDITIONS OF THIS AGREEMENT AND MY USE OF A UNIVERSITY TRAVEL CARD AND I AGREE TO COMPLY WITH ALL OF THE CONDITIONS IN THIS AGREEMENT.**

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Signature of Cardholder

Date

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Print Name

Phone

TRAVEL USE ONLY

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Signature of Travel & Reimbursement Services Representative

Date