THE UNIVERSITY OF HOUSTON
CARDHOLDER APPLICATION/APPROVAL FORM FOR

LOCAL TRAVEL INDIVIDUAL CARD

Cardholder/Applicant Information

Legal Name: _____   Work Phone: _____

Employee ID: _____   Mobile Number: _____

College/Division: _____   Department: _____

Does Applicant have Payroll Direct Deposit? _____ (If not, application will be denied.)

Card Information

Monthly $ Limit _____ (*Required*)

Default Cost Center (Local Fund) **BU_____ Fund_____ Dept. ID_____ Program_____ Project_____** (*Required*)

Note: Cardholder should sign up for on-line Travel Card Cardholder training at the time the application is submitted. Travel Card will not be available until Cardholder successfully completes the training session. Cardholders must complete this training annually.

Business Contact Information

List one or more Business Contacts responsible for SDOL entries and processing Expense Reports.

Name: _____   Employee ID: _____

Name: _____   Employee ID: _____

Name: _____   Employee ID: _____

Note: Business Contacts should sign up for on-line Travel Card Business Office training at the time the application is submitted, unless they have taken the training within the past year. Business Contacts must complete this training annually. Cardholders who are also Business Contacts are only required to complete the Business Office training.

Approvals

Cardholder Signature: _____   Date: _____

Supervisor Signature: _____   Date: _____

College/Division Admin. Signature: _____   Date: _____

Employees in job positions authorized to use Travel Cards are considered to be in security-sensitive positions, as defined by Texas Education Code §51.215 and Texas Government Code §411.094. Travel Card applicants must complete an Authorization for Criminal History Investigation form (https://www.uh.edu/human-resources/talent-acquisition/chri/index.php). HR will notify the department of the result via e-mail. The HR e-mail authorizing the applicant to receive a Travel Card should be forwarded by e-mail to the Travel Card Program Coordinator in AP, along with this application. If the applicant previously completed this form within the past six (6) months, the previous e-mail notification from HR with the background check result for the applicant should be e-mailed to the Travel Card Program Coordinator in AP, along with this application.
E-mail the required information to AP Travel at aptravel@uh.edu