



THE UNIVERSITY OF HOUSTON  
CARDHOLDER APPLICATION/APPROVAL FORM FOR

**LOCAL DEPARTMENT AND MULTIPLE USER TRAVEL CARD**

**Department Information**

College/Division: \_\_\_\_\_ Department: \_\_\_\_\_

**Card Information**

Type of Card Requested: Local Department Travel Card \_\_\_\_\_  
Multiple User Travel Card \_\_\_\_\_ Number of Multiple User Cards \_\_\_\_\_

Monthly \$ Limit: \_\_\_\_\_ (Required)

Default Cost Center (Local Fund) BU \_\_\_\_\_ Fund \_\_\_\_\_ Dept. ID \_\_\_\_\_ Program \_\_\_\_\_ Project \_\_\_\_\_ (Required)

**Custodian Information**

List up to three persons who are authorized to use this card.

Primary Custodian: \_\_\_\_\_ Employee ID: \_\_\_\_\_ **Primary Custodian**  
Work Phone: \_\_\_\_\_  
Additional Custodian: \_\_\_\_\_ Employee ID: \_\_\_\_\_ Mobile Number: \_\_\_\_\_  
Additional Custodian: \_\_\_\_\_ Employee ID: \_\_\_\_\_

Note: Custodians should sign up for on-line Travel Card Cardholder training at the time the application is submitted. Travel Card will not be available until all custodians successfully complete the training session. Custodians are required to complete this training annually.

**Business Contact Information**

List 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. Custodians who are also Business Contacts are only required to complete the Business Office training.

**Approvals**

Primary Custodian Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Additional Custodian Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Additional Custodian 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](mailto:aptravel@uh.edu)