

Addendum E
Acknowledgement of Responsibilities for Multiple User Travel Card

Safeguarding of the Travel Card

- a. Safeguard the Travel Card and account number.
- b. Never let anyone else use the Travel Card or account number.

Appropriate Use of Multiple User Travel Card

- a. Airfare
- b. Hotel
- c. Rental car
- d. Gasoline for rental car
- e. Registration
- f. Travel meals for overnight travel only
- g. Travel incidentals (i.e., taxi, toll, parking, etc.)
- h. Business meals during the business trip (if business meal total including tax and gratuity is over \$100 per person, vice president's approval is required)
- i. Books, supplies or other materials needed for business purposes while traveling

Prohibited Use of Multiple User Travel Card

- a. Personal items
- b. Gratuity exceeding 20% of the transaction amount on transactions that normally require gratuity, such as meals and taxis.
- c. First class/business class airfare unless pre-approved in accordance with MAPP 04.02.01B, Travel Paid from Local Funds

Receipts

Obtain an itemized receipt for each purchase and submit it to the department business office

Lost/Stolen Card

If a Travel Card is lost, stolen, or damaged, the cardholder must notify the bank immediately at 1-800-890-0669. Representatives are available 24 hours a day to provide assistance. The cardholder also must notify the Program Coordinator in Accounts Payable at 713-743-5883 within 24 hours.

Returning the Multiple User Travel Card

Multiple User Travel Cards must be returned to the department business office immediately after the completion of the business travel. The cardholder must (1) submit all itemized receipts to the department business office, (2) review all charges on the Travel Card Expense Report for accuracy, (3) verify that all charges are for university business purposes and in compliance with university policy, and (4) sign the Expense Report. If there is a disputed charge, notify the Program Coordinator in Accounts Payable immediately.

Cardholder Name: _____ Last 4 Digits of Card: _____

Travel Date From: _____ Travel Date To: _____ Destination: _____

I understand the above responsibilities for using the Multiple User Travel Card and agree to use this card in compliance with the guidelines provided above and university policies (MAPP).

I also understand that the GCSW has implemented the following procedures for misuse:

- 1st intentional misuse or cover-up – Termination
- 1st accidental misuse - reprimand
- 2nd accidental misuse – remove card and receive written write-up
- 3rd accidental misuse – termination

Signature

Check Out Date

Initials

Signature

Check In Date

Initials