

Baylor University

Travel Card

User Agreement

Complete and return to Card Program Manager/ Buyer, One Bear Place #97084 or fax 710-3465.

Participation in the JPMorganChase Visa Travel Card Program is a convenience that also carries cardholder responsibilities. Although the card is issued in my name, it is considered University property and should be used only for University business. As a recipient of a Baylor Travel Card, I agree to the following terms and conditions:

1. The Travel Card is provided to employees based on their need to purchase business-related travel and services. I understand that my Travel Card may be revoked at any time based on change of assignment, transfer of department, or upon termination from Baylor University. The card is not an entitlement nor reflective of title or position.
2. The Travel Card is for business-related travel only. I understand that personal charges are **not** to be made to the card under any circumstances.
3. I understand that I am the only person entitled to use the Travel Card and am responsible for all charges made to the card number.
4. I understand that improper use of the Travel Card can be considered misappropriation of University funds, which may result in disciplinary action including termination.
5. I am responsible for complying with internal control procedures in accordance with Travel Card policies in order to protect the University's assets. This includes maintaining proper receipts and supporting documentation, reconciling monthly cardholder statements, and following proper credit card security measures. I will retain original documentation within my department, and I understand that the documents **must be accessible** for review purposes.
6. I understand that all transaction documentation and reconciliation will be subject to audit by the Controller's Office, Budget Office, Procurement Services, and/or Internal Audit.
7. I am responsible for reconciling my monthly Travel Card statement and paying the balance. It is my responsibility to resolve any discrepancies by contacting the merchant or the bank.
8. I am responsible for ensuring that the Travel Card and its number are protected from theft or loss. I will immediately notify JPMorganChase at 1-800-270-7760 and the Travel Card Administrator of any loss or improper use of my card or card number. Any failure to report the loss or theft of the Travel Card within twenty-four (24) hours notice shall result in my liability for any unauthorized charges.
9. I will surrender the Travel Card to my immediate supervisor upon demand or upon my termination of employment with the University. At this point, no further use of the Travel Card is authorized.
10. I understand that failure to follow established procedures may result in disciplinary action(s) against me including suspension and/or termination of employment, fines, garnished wages and/or criminal prosecution.

Cardholder Signature

Cardholder Printed Name

Date