Travel Advance Credit Card Affidavit

Read each item and ensure you understand each as it applies to the Travel Advance Card (TAC) program. Your signature on the bottom of this page certifies you have read the statements and understand your responsibilities for following the rules of the TAC program outlined below and in the University Travel Policies & Procedures.

I understand:

I. No one else is to use my TAC or obtain access to my card information. I am responsible for making all travel arrangements and purchases on my TAC and must secure my TAC information at all times.

II. The University TAC is for official University business related travel expenses only. Use of the Card for charges other than official University business is a direct violation of the contract with Ethics Commission Advisory Opinion #147, and the UT System Travel Card policy. Further, I understand that any misuse will result in cancellation of the Card and will be subject to disciplinary action up to and including termination of employment.

III. It is my responsibility to know the rules and policies regarding travel authorization and reimbursements. The TAC may be used for lodging per diem, meal per diem, rental car, parking, taxi service, bus/train fare, telephone and internet (business-use only), check baggage fees, gasoline for rental vehicles or UTD vehicles while used in Travel Status and conference registration only.

IV. Purchase of alcoholic beverages for personal consumption is not allowed on the Travel Advance Card. Please Initial: __________

V. The University of Texas at Dallas is subject to the Open Records Act and all of my transaction receipts/documents can be requested as public documents. I further understand that because of this transparency there is a high level of ethical standards that must be maintained at all times and with every purchase I make using the Travel Advance Card.

VI. The Travel Advance Card cannot be used to obtain cash advances.

VII. That UTD is exempt from all Texas state sales and hotel occupancy taxes, and that it is my responsibility to notify vendors of our exemption status and provide a copy of UTD’s Tax Exemption Certificate/Hotel Exemption form if necessary. I further understand that vendors outside the state of Texas are not required to honor our tax-exempt status.

VIII. I agree to submit any out-of-pocket expenses for the same travel period on a Travel Voucher at the same time I return my activity report so that the two may be reconciled together. In the event any unauthorized charges appear on my activity report, I agree to reduce any reimbursement due to me by same amount. If the disallowed amount is greater than the reimbursement due to me I agree to reimburse the University from my personal funds.

IX. I agree to return the approved Activity Report and original receipts to Procurement by the requested due date, maintaining a copy of the report and receipts for my file. If the report is not returned by the due date all expenses will be charged to my default account.

<table>
<thead>
<tr>
<th>Cardholders Name (Print):</th>
<th>Cardholders Signature:</th>
<th>Title:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date:</td>
<td>Department:</td>
<td>Supervisors Name:</td>
</tr>
<tr>
<td>Supervisor Title:</td>
<td>Travel Month:</td>
<td>Verification Code:</td>
</tr>
<tr>
<td>Destination:</td>
<td>Lodging Per Diem:</td>
<td>Meal Per Diem:</td>
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</tbody>
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Last Revised 03/2013