

UTD Travel Card Use Agreement Form

By my signature below, I certify that I understand and agree that use of the JPMorgan Chase (Bank One) Individual-Liability Corporate Travel Card (hereinafter “the Card”) will be governed by the following rules:

- I understand the Card is to be used for State of Texas business travel charges only and is not for personal use. Use of the Card for charges other than official University business is a direct violation of the contract with JPMorgan Chase (Bank One), Ethics Commission Advisory Opinion #147, and the UT System Travel Card policy, and is therefore a misapplication of the state-issued card. 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.
- I will be responsible for all charges resulting from use of the Card and understand that I am required to pay the account in a timely manner. I understand that if my account goes 60 days delinquent, **JPMorgan Chase (Bank One) and UT-Dallas will cancel the card and I will not be eligible for another one for a time period no shorter than the duration of the contract.** I understand that cancellation of the Card for any reason does not relieve me of the responsibility for payment of the charges and delinquency assessments.
- I understand the once I receive the Card, I am no longer eligible for travel advances unless the establishments at the business destination do not accept the Card. Further, I understand that if my Card is suspended or canceled for misuse or nonpayment, **I will not be eligible for travel advances for the duration of my employment at the University of Texas System.**
- I understand that if an emergency situation (lost luggage, automobile repair on personal vehicle) relating to the business of the University of Texas, while away from designated headquarters, requires the use of the Card, I must immediately notify my supervisor or the University’s Travel Coordinator of said charges in writing, and provide an explanation of the situation.
- I understand that the University of Texas at Dallas may request a copy of my Card statement and receipts to verify usage at any time.
- I understand that my supervisor, dean/department head, Vice President for Business Affairs and/or chief administrative officer may be notified in writing of any apparent misuse or delinquency on my individual corporate card account. I also understand that any proven misuse of the card will be reflected in my next scheduled performance review or be placed as a permanent notation in my personnel file.

I understand the above-stated policies, regulations, and penalties for using the State of Texas Individual-Liability Corporate Travel Charge Card, and agree to abide by them.

SIGN & DATE: _____

PRINT NAME & DEPT: _____

fax back to Procurement Management: 972-883-2348