Your participation in the Travel Card Program is a convenience related to the performance of your duties at Bucknell and carries responsibilities along with it. Although the card is issued in your name, it should be considered Bucknell property to be used for University-related charges, and needs to be used with good judgment and consistent with the guidelines promulgated by the University. Your signature below verifies that you understand the Travel Card Program guidelines, including those outlined below and agree to comply with them.

1. The Travel Card is provided to employees based on their need to make travel related charges. A card may be revoked or the charging authority modified by the University at any time and for any reason. The card is not an entitlement or reflective of title or position.

2. The Travel Card is primarily for business-use only. Use of the travel card for a stand-alone personal expense is not acceptable. If a personal expense is associated with a business expense, the transaction must be itemized in the Concur Travel & Expense system as personal. Expenses itemized as personal serves as your authorization to transfer the charge to your B-bill Account.

3. Cash advances may be permitted for international travel. You will itemize expenses from the cash advances and provide receipts for all expenses over $25. Cash withdraws not itemized will be charged to your B-bill Account.

4. You are the only person entitled to use your card and are responsible for all charges made against the card.

5. Improper use of the card may be considered misappropriation of University funds, which may result in revocation of the card or further restrictions on its use and may also result in disciplinary action, up to and including termination. You are responsible to allocate charges only to budgets that you have been authorized to charge against. Additionally, charges to University credit cards for expenses that are not approved will be the traveler’s responsibility and will be added to the traveler’s B-bill Account.

6. You agree to be aware of and comply with all Travel Card procedures, as discussed and outlined in the training program, the procedures manual and other materials made available to you by the University from time to time. You are also expected to follow the Bucknell Travel Policy when using this card.

7. Since you are responsible for all charges made on your card, you agree to maintain all supporting documentation concerning your use of the card, including all receipts, and to reconcile your transactions in a timely fashion using the Concur Travel & Expense system.

8. You must report a lost or stolen card immediately to Paymentech Customer Service [(800-270-7760)] and to the Bucknell Travel Card Administrators.

9. Your card may be revoked if you are assigned to a different department.

10. You must surrender your card upon termination of employment. The University can also have you return the card at any time for any reason.

Signature - Cardholder

Signature - Cardholder’s Direct Supervisor

Printed Name

Printed Name

Date

Date

Travel Card Usage:

- No RESTRICTIONS
- Travel PLUS department purchases unrelated to travel

Cash Advance:

- Yes
- $__________ Limit
- No