

**THIS AGREEMENT WILL BE COMPLETED WHEN THE CARD IS RECEIVED BY THE CARDHOLDER.**

**UNIVERSITY OF SAN DIEGO  
TRAVEL AND ENTERTAINMENT CARDHOLDER AGREEMENT**

I understand and agree that use of the Travel and Entertainment Card (T&E Card), card number \_\_\_\_\_, is subject to the following conditions:

1. I will only use the T&E Card for approved and qualified business travel and entertainment expenses in accordance with current policies and procedures, which may be changed from time-to-time at the sole discretion of the University of San Diego ("University"). I will not use the T&E Card for personal purchases, either for myself or for others. I will not use the T&E Card during business travel when I have been issued a travel or per diem cash advance.
2. I will use the T&E Card whenever possible to pay for approved business expenses including air travel, hotel, rental cars, meals, fuel for rental cars, and other qualified reimbursable expenses.
3. I understand that I am fully responsible for the T&E Card issued in my name and will not allow any unauthorized people to use it.
4. If my employment is terminated or if my T&E Card is cancelled, for any reason, I will return the T&E Card immediately. However, I understand and agree that I will remain solely responsible for payment of any remaining balance on the T&E Card, including without limit to all charges, late payment or delinquent fees.
5. I understand that I need to submit a properly completed and approved expense report, with all appropriate documentation, for all business travel and entertainment expenses charged on my T&E Card. I also understand that it is my responsibility to ensure that the Procurement Office receives my properly completed and approved expense report at least eight (8) business days before US Bank's established payment deadline to ensure a timely direct pay by the University to US Bank. I understand and agree that finance charges and late fees are my personal responsibility and are not reimbursable by the University.
6. I understand that I will be billed directly by US Bank for all charges made on my T&E Card and agree that I am solely and fully responsible for all such charges, except disputed or fraudulent charges. I further understand that payment is due upon receipt of the billing statement and that I will be responsible for any late payment fees, delinquent fees, or collection charges which will not be reimbursed.
7. I acknowledge and agree that to the extent permitted by applicable law, that the University during the course of my employment, may withhold from my wages or salary any amounts owed by me to US Bank that are more than one-hundred eighty (180) days past due, including any late payment fees, delinquent fees or collection charges associated with such past due amounts. I further acknowledge and agree that to the extent permitted by applicable law, if my employment is terminated for any reason, the University may withhold from my final wages or salary the amount of all unpaid charges to my T&E Card.
8. I understand that misuse of my T&E Card, including using the card for non-business transactions and the non-payment of charges, may result in disciplinary action up to and including termination of employment.
9. I understand the University will audit the use of this card and, accordingly, will audit my compliance to policies and procedures. I agree to comply with auditor requests and promptly furnish information to the auditor as requested.
10. I understand and agree that my use of the T&E Card is not a benefit of employment, and my permission to use the T&E Card can be rescinded or cancelled by the University at any time and for any reason in the University's sole and complete discretion.
11. I acknowledge that it is my responsibility to be familiar and to comply with all applicable procedures at the University that govern my use of the T&E Card.

Cardholder Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Print Name: \_\_\_\_\_