



PNC Bank TRAVEL CARD
CARDHOLDER AGREEMENT

By accepting a University of Southern Indiana Travel Card, the cardholder assumes full responsibility for its use and agrees to the conditions established in this document and the Travel Policies and Procedures document. Additionally, the cardholder agrees to comply with the spending and transaction controls authorized for their approved business travel. Merchant Category Codes (MCC) for this account are based on the parameters of approved business trips and, therefore, hereby incorporated into the Cardholder Agreement.

The Travel Card remains the property of PNC Bank and is issued at the sole discretion of the University. The University reserves the right to suspend or cancel card privileges at any time for any reason. The cardholder agrees to surrender the card to the University Travel Procurement or Accounts Payable office upon request. Failure to relinquish the card may result in disciplinary action as outlined in section F.26, Purchasing Procedures, of the University Handbook. Usage of the card for fraudulent purposes or deliberate misuse may subject the cardholder to disciplinary action as outlined in section F.39, Fraud Policy Statement, of the University Handbook.

Rebates or refunds received as a result of Travel Card usage shall be the property of the University and shall be deposited promptly into the University's accounts. Any gift cards or other incentives received as a result of card purchases should be used solely for University purposes. A cardholder must not accept any gift or gratuity from any source when offered or appears to be offered to influence their decision-making regarding card purchases. Reference sections F.12 and F.26 in the University Handbook.

In the event of voluntary or involuntary termination, the cardholder agrees to surrender the card to the University Travel Procurement or Accounts Payable office prior to the exit interview. The cardholder assumes responsibility for any unauthorized or undocumented transactions preceding, at the time of, or subsequent to termination. The University will prepare an invoice for such transactions, and the cardholder agrees to remit payment in full upon receipt of that invoice. Unpaid amounts may be referred to a collection agency and subject to additional charges.

The University reserves the right to change the terms of this agreement and the Travel Policies and Procedures document and to prohibit the use of the Travel Card at select merchants upon written notice to the cardholder. If the cardholder continues to use the Travel Card thereafter, the cardholder will be considered to have accepted the changes as an amendment of this agreement. Failure to use the card according to the amended terms will be considered a violation of this agreement.

Any violations of the terms outlined in this agreement may result in the revocation of cardholder privileges without notice at the discretion of the program administrator and the controller.

Training Waiver: By checking this box, I waive my rights to attend training and will have my delegate(s), here listed, attend on my behalf: _____



TRAVEL CARD CARDHOLDER AGREEMENT

By signing below, the cardholder acknowledges receipt of the Travel Card specified below and agrees to use it as detailed in this document.

1. Read the Travel Policies and Procedures for the Travel Card
2. The card is for business-related travel purchases only; personal charges are not to be made to the card
3. Review and verify all charges listed in the cardholder's Chrome River account are valid
4. Allocate charges and upload supporting documentation as required by Accounts Payable

Cardholder Signature:	Date:
Cardholder Printed Name:	

By signing below, the financial manager authorizes the issuance of the Travel Card specified below to aforementioned cardholder. Furthermore, the financial manager agrees to exercise fiscal responsibility over all aggregated purchases made with the card. The financial manager will receive cycle transactions via email using a negative receiving approach. If the financial manager does not notify Accounts Payable of any issues with the charges, this will indicate his or her approval of the charges listed and signify the authenticity of those transactions as legitimate business expenses as defined by the University.

Financial Manager Signature:	Date:
Financial Manager Printed Name:	

If the cardholder is a financial manager, then best practice is to have another financial manager sign this form.

FOR TRAVEL PROCUREMENT OFFICE USE ONLY	
Authorized Signature:	Date:
Printed Name: Susanne Stanley, Manager of Travel and Credit Card Operations	
Travel Card Number (list only the last 4 digits): Information Verified By (initials):	