

Travel Credit Card Cardholder Agreement

The University of Texas at Arlington (University) is pleased to present you with this Travel Credit Card (Travel Card) to be used for official University business purposes only.

I hereby acknowledge receipt of MasterCard Travel Card Number _____

Read each item and ensure you understand each as it applies to the Travel Card 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 program outlined below and in the University Travel Procedure numbers BF-T-PR1 through BF-T-PR13.

1. No one else is to use my Travel Card or obtain access to my card information. I am responsible for all travel arrangements made using the Travel Card and purchases made with my Travel Card. I will ensure that my Travel Card, and information, is secured at all times.
2. The Travel Card is for official University business related travel expenses only. Use of the Travel Card for charges other than official University business is a direct violation of UTA Travel Card Procedure No. BF-T-PR13. Further, I understand that any misuse will result in cancellation of the Travel Card, and I could be subject to disciplinary action, up to and including termination of employment.
3. It is my responsibility to know and comply with the procedures regarding travel authorization, guidelines for allowances and expenses, and reimbursements. The Travel Card may be used for the following travel and related expenses: conference registration, lodging, meals, car rental and car rental fuel, parking fees, taxi service, bus/train fare, telephone and internet service (business-use only), checked baggage fees, and gasoline for University-owned vehicles.
4. **Purchase of alcoholic beverages are only allowed when purchased and consumed as part of a business / entertainment meal. The purchase of an alcohol beverage for personal consumption is not allowed on Travel Card. Please refer to [Procedure BF-T-PR3](#), Section III for details.**
Please Initial: _____
5. UTA 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 Card.
6. The Travel Card cannot be used to obtain cash advances.
7. UTA is exempt from all Texas hotel occupancy taxes, and it is my responsibility to notify vendors of our exemption status and provide a copy of the [Texas Hotel Occupancy Tax Exemption Certificate, Form BF-T-F2](#), if necessary. I further understand that vendors outside the state of Texas are not required to honor our tax-exempt status.

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8. UTA is exempt from all Texas state sales taxes such as hotel parking, and it is my responsibility to notify vendors of our exemption status and provide a copy of the [Texas Sales Tax and Use Exemption Certification, Form BF-PGS-F3](#), if necessary. I further understand that vendors outside the state of Texas are not required to honor our tax-exempt status.
9. UTA is exempt from all Texas Motor Vehicle Rental Taxes, and it is my responsibility to notify vendors of our exemption status and provide a copy of the *Motor Vehicle Rental Tax Exemption Certificate* available at <https://comptroller.texas.gov/forms/14-305.pdf> (page 2 only) if necessary. I further understand that vendors outside the state of Texas are not required to honor our tax-exempt status.
10. I agree to create/have created a travel expense report in UT Share that is inclusive of Travel Card expenses and any out-of-pocket expenses for the same travel period 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 repay the University from my personal funds.
11. I agree to submit receipts to Disbursements via an Expense Report by the thirtieth (30th) day after the last day of travel, maintaining a copy of the report and receipts for my file. If the Expense Report is not submitted by the due date, all expenses incurred will be charged to the cost center or project designated in the applicable Travel Authorization and they are taxable to me if not provided by 60 days after trip end.
12. I certify that I have completed Travel Training and agree to attending Travel Training annually.

CARDHOLDER:

Signature: _____ Date: _____

Print Name: _____ Phone #: _____

Department: _____