



Travel Card User Agreement

Complete and return to **Purchasing_Card@baylor.edu**.

Participation in the Travel Card Program is a convenience that also carries cardholder responsibilities. As a recipient of a Baylor Travel Card, I agree to the following terms and conditions:

1. The Travel Card is issued to eligible employees to purchase allowable business travel and entertainment expenses. Although the card is issued in my name, it is considered University property and must be used only for University business purchases. Personal charges are **not** to be made on the card under any circumstances.
2. I understand that I am the only person entitled to use the Travel Card and am responsible for all charges. Use of the Travel Card by anyone other than the assigned cardholder is strictly prohibited.
3. The card is not an entitlement nor reflective of title or position. I understand that failure to follow the Travel Card Policy may result in card suspension, card termination, and/or disciplinary action, including suspension or termination of employment, fines, garnished wages and/or criminal prosecution.
4. I understand that I must review and reconcile all card transactions timely, at least biweekly, in Ignite Expense. Expense reports must be fully processed within 60 days of either the transaction date or trip end date, whichever is latest. Expense reports submitted to the Expense Auditor outside of the 60-day window will be reported to Payroll as taxable income.
5. I am responsible for paying the monthly statement balance in full by the due date specified by JP Morgan Chase. It is my responsibility to resolve any discrepancies by contacting the merchant(s) directly, or JP Morgan Chase.
6. I understand that the University will monitor and audit my use of the Travel Card. I agree to provide information and documentation when requested for such purposes.
7. I am responsible for ensuring that the Travel Card and its number are protected from theft or loss. I will immediately notify JPMorgan Chase and the Card Program Administrator if lost or stolen, or fraudulent transactions are suspected.
8. I will surrender the Travel Card to my Line Manager upon revocation, change in position or employment status, or termination of employment with the University. At that point, no further use of the card is authorized.

Employee Signature

Employee Printed Name

Date