

Travel Card Request Number:

UC Davis Travel Visa Card Application

<p><i>[* = Required Field]</i> Print, sign and submit to travelhelp@ucdavis.edu, Subject Line: Travel Card Application for [insert applicant name].</p>			
*Cardholder Last Name	M.I.	*First Name	*Employee ID
<p>Cardholder Agreement</p> <p>My signature below verifies that I understand and agree to all of the following:</p> <ul style="list-style-type: none"> • Eligibility is based on employment status, not personal credit card history. • The Travel card is to be used for approved University of California business travel and entertainment charges, in accordance with UCOP Policies G-28 and BUS-79. Failure to comply with the requirements of the Travel card may result in disciplinary action, including termination and card closure. • I understand it is my responsibility to ensure timely payments are made to US Bank by submitting the Travel & Entertainment reports within 30 days from the transaction date. • I understand all late fees are my responsibility. • The complete Cardholder Agreement will be provided by US Bank when the card is issued and I agree to read all the terms and conditions. • Federal law requires University personnel to access my date of birth and tax identification number to verify my identity. • I will notify the Travel Help Desk at travelhelp@ucdavis.edu of any foreign travel 10 days prior to departure date. 			
*Cardholder Signature		*Date Signed	
<p>Department Agreement</p> <p>My Signature below verifies that the sponsoring department agrees to all of the following:</p> <ul style="list-style-type: none"> • The employee's home department will ensure and verify the Travel Card is to be used for approved business travel and entertainment charges only. • In the case of inappropriate use or failure to keep the account current, the department will be responsible for assisting Accounting & Financial Services with the resolution of outstanding issues and may be required to use department resources to pay outstanding debt. • The employee's home department will notify the Travel Help Desk at travelhelp@ucdavis.edu prior to any employee separations. 			
*Department Head Name		*Department Chart & Account Number	
*Department Head Signature		*Date Signed	

This application is only for official University of California, Davis use.