

UC Davis Travel Visa Card Department Transfer

[* = Required Field]

Print, sign and submit to travelhelp@ucdavis.edu

Subject Line: Travel card department transfer for [insert cardholder name].

*Cardholder Last Name	M.I.	*First Name	*Employee ID
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Cardholder Agreement

My signature below verifies that I understand and agree to all of the following:

- 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 U.S. Bank by submitting the Travel & Entertainment reports within 30 days from the transaction date.
- I understand all late fees are my responsibility.
- I have previously received the full cardholder agreement provided by U.S. Bank and I agree to 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
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Department Agreement

My signature below verifies that the sponsoring department agrees to the following:

- 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 Supply Chain Management 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
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*Department Head Signature	*Date Signed
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This application is only for official University of California, Davis use.