

**Texas Tech University/Texas Tech University System**  
**State of Texas Travel Card Use Agreement**

The Statewide Travel Charge (“Card”) issued to a state employee by the State of Texas remains the property of the State of Texas and shall be used only for official business expenditures while traveling. The Card is to be used for contract and non-contract travel services such as transportation, lodging, rental vehicles, and other necessary travel expenses.

I agree that use of the Card will be governed by the following:

I understand the Card is to be used for **State of Texas business-related travel charges only** and **is not for personal use**. Use of the Card for charges other than official State business is a direct violation of the State’s contract with CitiBank, the Texas Comptroller’s rules [1 TAC §20.308], and TTU/TTUS policies and, therefore, a misapplication of the state-issued card. Further, I understand that any misuse will result in cancellation of the Card and that I will be subject to disciplinary action up to and including termination of employment.

I understand that **I will be responsible for all charges resulting from use of the Card** and understand that I am required to pay the account in full, in a timely manner. I understand that if my account becomes over 30 days delinquent, notification will be sent to me (“the Cardholder”) and the Cardholder’s supervisor. Further, I understand that if my account becomes 60 days delinquent, the Card will be cancelled and CitiBank will assess a 2.5% delinquent charge, for which I am personally responsible for payment. Cancellation of the Card for any reason or termination of employment does not relieve me of the responsibility for payment of the charges and delinquency assessments.

I understand that any use of the Card in an emergency situation (i.e., lost luggage, automobile repair on personal vehicle) relating to TTU business travel, while away from designated headquarters, will require an explanation, documentation, and approval of the Cardholder’s supervisor.

I understand that TTU/TTUS may request a copy of my Card statement and receipts to verify Card usage at any time.

I understand that the appropriate administrators, as well as my direct supervisor, will be notified in writing of any apparent misuse on my Card account. I also understand that any proven misuse of the Card and/or delinquency may result in disciplinary action up to and including termination of employment.

I understand that this signed Agreement becomes legally binding and will become part of my personnel file with TTU/TTUS.

**I understand the above-stated policies, regulations, and penalties for using a State of Texas individual corporate travel charge Card and agree to abide by them.**

\_\_\_\_\_  
Signature of Cardholder

\_\_\_\_\_  
Printed Name of TTU/TTUS Department/School

\_\_\_\_\_  
Printed Name of Cardholder

\_\_\_\_\_  
Headquarter City                      Date