

Texas Tech University
State of Texas Travel Card Use Agreement

I agree that use of the CitiBank individual corporate card, referred to as “the Card” below 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, Ethics Commission Advisory Opinion No. 147, and the State Travel Management Program’s rule [1 TAC §125.9(a)] 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 a timely manner. I understand that if my account becomes 60 days delinquent, CitiBank will assess a 2.5% delinquent charge. Further, I understand that if my account becomes 90 days delinquent, CitiBank will cancel the Card. Cancellation of the Card for any reason does not relieve me of the responsibility for payment of the charges and delinquency assessments.

I understand that once I receive the Card, I am ineligible for travel advances or transportation requests for domestic travel. Further, I understand that if my Card is suspended or canceled for misuse or nonpayment, I will not be eligible for travel advances for the duration of my employment at Texas Tech.

I understand that if I need to use the Card in an emergency situation (i.e., lost luggage, automobile repair on personal vehicle) relating to the business of TTU, while away from designated headquarters, will require the use of explanation.

I understand that TTU may request a copy of my corporate card statement and receipts to verify card usage at anytime.

I understand that the appropriate administrators, as well as my direct supervisor, will be notified in writing of any apparent misuse or delinquency on my individual corporate card account. I also understand that any proven misuse of the Card will be reflected in my next scheduled performance evaluation or be placed as a permanent notation in my personnel file in TTU records.

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

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 Applicant

Printed Name of TTU Department/School

Printed Name and last 4 digits of SS# of Applicant

Center Location (City)

Date