



PROCUREMENT SERVICES

TEXAS TECH
Administration & Finance
Financial & Business Services

Application Form For Individual Bill Card Travel

SECTION I: CARD INFORMATION

Instructions will be provided for completing an online portion of application (for personal information) This card may only be used for travel related business expenses. Payment for charges incurred on card is the responsibility of the Cardholder.

Applicant must be a full-time, benefit-paid faculty, staff, or employee (**Interns, temporary workers, or non-paid students cannot apply for the card**). This card may only be used for travel-related business expenses and must be reconciled monthly.

Payment must be made in full to Bank each billing cycle. Bank will run a personal credit check prior to issuing your card. Card must be used for all travel expenditures when using State appropriated funding (funds 11xxxx through 14xxxx). Prepaid advances can be claimed on a Travel Application in order to make timely payments.

SECTION II: CARDHOLDER APPLICANT INFORMATION (Must be a TTU/TTUS Employee)

First Name: _____ Last Name: _____ Middle Initial: _____

Direct Office Phone #: _____ Cell Phone #: _____

Street/PO Box: _____ City: _____ State: _____ Zip: _____

R Number: _____ E-mail Address: _____ Mail Stop: _____

SECTION III: CARD LIMITS

Standard Monthly Limit (Select one:)

SECTION IV: SIGNATURES AND APPROVALS

Applicant Approval (Required)

Printed Name: _____

Signature/Date: _____

Supervisor Approval (Required)

Printed Name: _____

Signature/Date: _____

Submit applications for the Individual Bill Travel Card to: travelservices@ttu.edu



Texas Tech University/ TTU System State of Texas Travel Card User 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 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 I am responsible for setting up an online account with Citibank and that I am encouraged to set up alerts & online communication tools. Additionally, I am aware that if the card is suspected of fraudulent charges, I must contact Citibank directly and immediately.

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 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:

Printed Name of TTU/TTUS Department/School:

Headquarter City:

Date:
