

Travel Card Use Agreement

This Travel Card Use Agreement is between the University of Miami and the applicant. It represents the University's trust in you and your empowerment as a responsible employee of the University to safeguard and protect our assets.

As a cardholder, I agree to strictly comply with the terms and conditions of this Agreement and the applicable provisions of the University of Miami [Travel Card User's Guide](#), as it may subsequently be revised from time to time.

- **UM Policy Updates** - Cardholders are responsible for understanding and are advised to periodically review the *Travel Card (TCard) Guidelines* [policy](#).
- **Misuse** – I understand, as outlined in the [Travel Card User's Guide](#), misuse may result in cancellation, and disciplinary action, up to and including termination of my employment. When completing the application process the applicant and department's leadership are responsible to uphold the highest standards of ethical behavior and act with sincerity and truthfulness. As noted in the Business Conduct and Ethical Standards policy (11824847), "Fraud is defined as an act of deceiving or misrepresenting in order to secure unfair or unlawful gain."
- **Responsibility** - I understand that the Travel Card is the property of the University of Miami and that I will be making financial commitments on behalf of the University of Miami. As a cardholder, I agree and accept responsibility for the protection and proper use of the card as outlined in this Agreement and the [Travel Card User's Guide](#).
- **Privacy:**
 - **Sharing** - Employees must not share the card or card number with other employees.
 - **Lost, Stolen, Fraud** - I will promptly notify the University of Miami Corporate Card Services upon discovering the Travel Card has been lost, misused, or stolen or has been subject to fraud, unauthorized use, or misuse. I agree to cooperate with any investigation and requests concerning the loss, theft, or suspected misuse of the Travel Card. It is my responsibility to notify the issuing bank of any potential fraud and follow up until the issue is resolved. If I have followed up and the issuing bank recharges, I will be personally liable and will immediately repay the University of Miami.
 - **Expense Reviewal** - I understand and agree that University of Miami may review and investigate use of the Travel Card and I have no expectation of privacy concerning any charges incurred. I will cooperate with any such review or investigation, because, the Travel Card is a business card, all information related to me and/or my Account (including, without limitation, account and application information, purchase and payment activity, and balance and status information) may be shared by the Travel Card's issuing bank with the University of Miami and third parties, when deemed necessary for purposes of reviewing, maintaining or collecting my Travel Card account.



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- **Personal Charges:** I understand and agree that I will be held personally liable for the total dollar amount of any improper or unauthorized charges in connection with my misuse of the Travel Card, as outlined in this Agreement and the User's Guide, or as may otherwise be prohibited or restricted by the University of Miami. Should misuse occur, contact TravelCard.ap@miami.edu. I agree that I am responsible for remitting payment for any, and all unapproved charges resulting from my personal, unauthorized, or illegal charges on the Travel Card. I agree that any unpaid personal, unauthorized, or illegal charges made by me, and paid by University of Miami on my behalf, will be considered a personal loan to be repaid through a payroll deduction if not paid to the Cashier's Office within ninety (90) days of the transaction posted date. Payroll deductions associated with my loan will be subject to the limits set forth by applicable law. If such deductions are not permitted by law or are insufficient to fully reimburse the University of Miami, I will nevertheless repay the University of Miami these amounts, regardless of my employment status with University of Miami. If University of Miami is required to take legal action to collect any monies owed under this Agreement, I agree that the prevailing party in such legal action will be entitled to recover its attorney's fees and costs.
- **Reconciling Expenses** - I understand expenses that have not been reconciled, and fully approved after sixty (60) days will result in card suspension. Reinstatement of the Travel Card will require approval by the cardholder's Supervisor or Cost Center Manager. The expenses will be reconciled and submitted in Workday and supported by appropriate documentation as required. The University of Miami will pay all charges in connection with the Travel Card directly to the issuing bank.
 - **Personal Loan** – If I fail to timely review and completely and accurately reconcile expenses with proper supporting documentation, University of Miami will consider the unsupported charges to be a personal loan and may collect those amounts from me as described herein.
 - **60 Days** - If I fail to timely review and completely and accurately reconcile expenses with proper supporting documentation within sixty (60) days after the issuing bank's transaction posted date, as required above, my Travel Card will be suspended/deactivated until such charges have been reconciled and approved, in addition to any other rights the University of Miami may have. Reinstatement of my Travel Card will require approval by my Supervisor or Cost Center Manager.
 - **90 Days** - If I have failed to reconcile my Travel Card within ninety (90) days after the issuing bank's transaction posted date, I understand that the University of Miami will consider all unsupported charges to be a personal loan and may begin payroll deductions for those amounts as described herein and in accordance with applicable law. This may be considered a benefit and therefore taxable.
 - **120+ Days** – Failing to reconcile the Travel Card within one hundred twenty (120) days, may result in card cancellation. Reinstatement will not be allowed.

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- **Good Standing** - The Cost Center and Department must have all cardholder's accounts in good standing. If there are expenses over 61 days old and card(s) are suspended the request for a new card(s) will be denied until the account(s) are current.
- **Card Termination** - I understand that the University of Miami may terminate my right to use the Travel Card at any time for any reason. I will shred the Travel Card upon notifying University Corporate Card Services of my resignation, retirement, or termination, or upon request by University of Miami. I also recognize that the University of Miami reserves the right to cancel my Travel Card with the issuing bank or if I fail to fulfill my obligations under the agreement. I will shred or return the Travel Card to the University Corporate Card Services immediately upon my resignation, retirement, or termination, or upon request by University of Miami.
- **Cardholder Cancellations** - I understand that this Agreement is revocable by me at any time upon written notice delivered to the University of Miami Corporate Card Services. If revoked, I must stop using the Travel Card immediately and shred upon notifying Corporate Card Services of my revocation notice. I understand that if revoked, I remain responsible for any unreconciled charges, misuse, and remain indebted to University of Miami for any personal, illegal, or unauthorized charges made prior to the revocation and return of the Travel Card.
- **Compliance** - When applying for a Travel Card the requestor must agree to comply 100% with all University Corporate Card rules, regulations, and policies. The cardholder's first year will be considered a probationary period. Should the card be misused at any time, the cardholder could potentially face disciplinary action, intervention by Human Resources and card cancellation.
- **Governing Laws** - I understand this Agreement will be governed by the laws of the State of Florida, without regard to its conflicts of law provisions. Any claims arising hereunder shall be brought in a court of competent jurisdiction in Miami-Dade County, Florida.
- **Business Purpose** - I agree that use of the Travel Card is limited solely to business purposes. I agree that the Travel Card may not be used under any circumstances, for any personal, unauthorized, or illegal charges. Only charges specifically described in the University of Miami [Travel Card User's Guide](#) are allowed on Travel Card.
- **Per Diem** - Per diem expenses are not allowed on the TCard. Instead, purchase with personal funds and submit a Workday reimbursement. The meal charges exceeding the Per Diem allowance for the trip will need to be reimbursed to the University. Any misuse of the Travel Card will result in cancellation of the Travel Card and may also, result in disciplinary action, up to and including termination of my employment.

A Travel Card will only be issued after all the following requirements have been met:

- There is no current cardholder in the department.

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- Travel must be at least three times per calendar year, or the card will be canceled.
- Applicant must receive a passing score of 100% on the [ULearn](#) TCard training.
- Completed the *Travel Card Use Agreement Form*.
- Once all the necessary requirements have been provided, Corporate Card Services will review. This process may take up to 21 business days.

Should the cardholder request not meet the above criteria, please provide a summary in the space below:

By signing below, I agree and accept responsibility for the protection and proper use of the Travel Card as outlined in this Agreement and the User's Guide. I agree that use of the Travel Card is limited solely to business purposes. I agree that the Travel Card may not be used under any circumstances, for any personal, unauthorized, or illegal charges. I confirm that I have read and agree to the Travel Card Use Agreement.

Applicant:

Applicant's Full Name _____

Signature  _____ Date _____

Applicant's Workday Employee ID # _____

Supervisor:

Supervisor's Full Name _____

Signature  _____ Date _____

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Continued on next page.

Cost Center Manager (CCM):

- Cost Center Managers are fiscally responsible for reviewing all expenses. They are required to assure that all written policies and procedures of the University of Miami and Corporate Card Services are being followed. All expenses should be necessary, reasonable, fully documented, and not used for personal gain. The CCM will take immediate action and advise Corporate Card Services of any discrepancies found such as fraud or misuse. Should fraud or misuse be found after the CCM has approved a reconciliation, they may be held accountable for the misuse.
- Delegation of signature authority does **not** relieve the Cost Center Manager of the ultimate responsibility for the cost center. If over expenditures of a cost center are made during this period, the Cost Center Manager will be held accountable.

CCM's Full Name _____

Signature  _____ CC# _____ Date _____

Academy Sr. Business Manager (SBM) or UHealth/MSOM Sr. Administrative Officer (SAO)

SBM/SAO Full Name _____

Signature  _____ Date _____