

Prairie View A&M University
Centrally Billed Travel Card
Cardholder Application and Agreement Form

APPLICANT INFORMATION:

First and Last name (to appear on card): _____
Email: _____ Cell: _____ Other: _____
PVAMU UIN# _____ Job Title: _____
Department's Code (Four alpha Characters i.e. CEPR, ATHL) _____

COMPLIANCE ACKNOWLEDGEMENT: (Read and Initial Each)

I am requesting issuance of a Citibank® Centrally Billed Travel Card for **travel expenses** associated with official university business. Travel expenses authorized to be charged are limited to standard Merchant Category Code (MCCs) for travel expenses as allowed by the State of Texas or other codes allowed by the university pursuant to official guidelines.

____ I understand the **CENTRALLY BILLED TRAVEL CARD** will be used only for **reimbursable official** State of Texas Business **travel** and never for personal use. Use of the **CENTRALLY BILLED TRAVEL CARD** for charges other than official State business is a direct violation of the State's contract with Citibank, the State of Texas Charge Card Program and Texas Administrative Code §125.8. Misuse may result in cancellation of the **CENTRALLY BILLED TRAVEL CARD** and could subject the offender to disciplinary action up to and including termination of employment.

____ I understand that it is my responsibility to read and abide by the provisions of the **PVAMU Travel Services** guidelines.

____ I will review the monthly credit card statement to assure all charges are authorized. Unauthorized charges and/or billing errors will be formally disputed with Citibank and communicated to the Travel and Expense Services Director before the payment due date.

____ I understand that all charges incurred are subjected to review by public and government entities as provided by the Texas Public Information Act.

____ I understand that management including the appropriate Vice President, account administrator, and/or my direct supervisor will be notified in writing of any misuse of my **CENTRALLY BILLED TRAVEL CARD** account.

____ I understand that only the individual whose name appears on the **CENTRALLY BILLED TRAVEL CARD** (embossed name) can complete in-person initiated charges and sign receipts. However, on-line or telephone-initiated charges may be authorized on behalf of other PVAMU travelers provided those charges are for official PVAMU travel and allowable reimbursable costs as authorized in advance by an approved Travel Authorization Request.

____ I understand that it is my responsibility as a PVAMU employee to use a **Tax-Exempt Certificate** in Texas for lodging and car rental.

____ If my card is lost or stolen, I must immediately report this to Citibank and inform Travel and Expense Services.

____ Determination of allowed spending limits to the card I am issued will be authorized by the Travel and Expense Director based on criteria set forth in this application.

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____ I understand that PVAMU will provide Citibank with the last 4-digits of my University Identification Number (UIN) for identification purposes, including card activation.

11-Digit Account to be utilized for reconciliation:

1. Do you anticipate traveling more than three times per calendar year? Yes _____ No _____

2. What is your estimated maximum travel expenditure? \$ _____

3. Do you have a need for travel in the next 30-60 days? Yes _____ No _____

4. Date of anticipated travel: _____

A. Anticipated Expense Request: \$ _____

5. Type of Business Travel: (Check all that apply)

____ Athletics

____ Conference

____ Guest Travel

____ Research

____ Presentation

____ Professional Development

____ Recruiting

____ Other: _____

Applicant Attestation: I understand the above-stated policies, guidelines and consequences for using a State of Texas **CENTRALLY BILLED TRAVEL CARD** and agree to abide by them.

Supervisor (Print/Type)

Supervisor Signature

Date

Budget Authority (Print/Type)

Budget Authority Signature

Date

Travel and Expense Services Office Use Only

Credit Limit:

Training Complete Date:

Approved by (please print):

Signature: