

US Bank Corporate Travel Card User Agreement

This Travel Card may only be used for expenses related to official State of Wisconsin business. Typical examples of approved uses of the Travel Card include expenses such as airfare, lodging, car rental, meals, conference or meeting registration and ground transportation when incurred in official state business travel status.

The Travel Card MAY NOT be used for personal expenses. Any expenses other than those specifically authorized in the Travel Card Policy & Procedures Manual are not allowed. Use of the Travel Card for personal expenses is not allowable and will lead to cancellation of card privileges and may be cause for disciplinary action. However, the Travel Card may be used for non-reimbursable expenses that are reasonably incident to business related travel expenses. For example, a meal charge that is above the per diem dinner amount; you may charge the entire cost of the meal to your travel card but can only submit the State's allowance for reimbursement.

The following are your responsibilities as a State of Wisconsin Travel Card Cardholder:

- Follow State of Wisconsin travel regulations, (see <http://www.uwsa.edu/fadmin/fppp/fppp36.htm>);
- Follow policies and procedures set forth in Travel Card Policies and Procedures Manual (see http://www.doa.state.wi.us/docs_view2.asp?docid=2503);
- Promptly pay Travel Card bills in full each month;
- Work directly with US Bank to resolve billing disputes;
- Cancel cards upon termination, suspension, extended leave of absence from employment or transfer between state agencies;
- Report cards lost or stolen.

I have read the U.S. Bank Cardholder Agreement and I understand the procedures and agree to abide by them.

I understand that my failure to adhere to these procedures may constitute misuse of company property and may result in revocation of the U.S. Bank Travel Card or other disciplinary measures.

Employee Name (please print)

Billing Address

Employee Signature

City State Zip

Business Phone

Date

Please sign and return this form along with the U.S. Bank Corporate/Travel Card Application form to:

Leon Soboleski
UWEX Business Services
432 North Lake Street; Room 104
Madison, WI 53706