



## TRAVEL CARDHOLDER AGREEMENT AND APPLICATION

Mississippi State University is pleased to present you with the Travel Card. It represents the University's trust in you and your empowerment as a responsible employee of the University to safeguard and protect our assets.

I hereby agree to comply with the terms and conditions of this Travel Card Agreement and Travel Card procedures.

I hereby agree to use my best effort to minimize exposure from lost, stolen or otherwise compromised Travel Cards. I agree to properly use the Travel Card. I understand the University WILL audit the use of the Travel Card. I understand that I CANNOT use the Travel Card for personal transactions or for any restricted purchases, even if reimbursed.

### REQUIREMENTS AND RESPONSIBILITIES

- Must have a current Mississippi State University ID number (Nine-digit number)
- Assure that the items purchased are required for a bona fide university purpose
- Notify the merchant that the purchase is being made in the name of a government entity, which is exempt from state and local taxes. If taxes are charged, obtain credit immediately
- Obtain itemized receipts from vendors
- Purchases are within the limits set and available budget authority

### AUTHORIZED EXPENSES

- Lodging (room only, no incidentals)
- Baggage fees
- Rental cars (use state contracts)
- Taxis/Shuttles
- Tolls
- Fuel for rental vehicles –dates of the fuel purchase should match the time period in which a vehicle was rented for payment of the expense.
- Parking
- Business related internet services

### UNAUTHORIZED EXPENSES

- Travel expenses for non-MSU employees
- Airfare (EBTA process should be used)
- Fuel for any type of vehicle other than a rental
- Cash advances
- Travel expenses for companions or spouses
- Food and beverages (including alcohol)
- Personal items
- Hotel incidentals
- Laundry
- Personal calls
- Movies
- Any purchase in which MSU does not receive direct benefit
- Anything not specifically listed under authorized expenses

I hereby understand that improper use of this Travel Card may result in disciplinary and legal actions, including but not limited to restitution, forwarding information to the appropriate authorities for criminal prosecution, and possible termination of employment. Should I fail to use the Travel Card properly, I authorize the University to deduct from my salary, or from any other amounts payable to me, an amount equal to the total of the improper purchases. I also agree to allow the University to collect any amounts owed by me under this agreement.

I hereby understand that the University may terminate my right to use the Travel Card at any time and for any reason or no reason whatsoever. I hereby agree to return the Travel Card to the University's Procurement Card Manager or my department's business office or supervisor immediately upon request from the University, when changing departments, or upon termination of employment.

**CARDHOLDER:**

\_\_\_\_\_ Date: \_\_\_\_\_  
Signature – ProCard Applicant Print Name  
\_\_\_\_\_  
Title Department

**DEPARTMENT HEAD/VP APPROVAL:**

\_\_\_\_\_ Date: \_\_\_\_\_  
Approval Print Name  
\_\_\_\_\_  
Title Department

**Cardholder Information**

Cardholder Name: \_\_\_\_\_  
(First, MI, Last)  
Cardholder E-Mail Address: \_\_\_\_\_  
MSU ID Number: \_\_\_\_\_ Date of Birth (MM/YYYY): \_\_\_\_\_

**Department Information**

Departmental Card Administrator Name: \_\_\_\_\_  
Department Mailing Address: \_\_\_\_\_  
Business Phone Number: \_\_\_\_\_ Department Mail Stop: \_\_\_\_\_  
Card Administrator E-Mail Address: \_\_\_\_\_  
Department Name: \_\_\_\_\_  
Default Account Numbers: \_\_\_\_\_  
(Fund, Organization, Program, Activity)

**Credit Limit**

Monthly Credit Limit: \_\_\_\_\_

**Note: Procurement and Contracts/Travel Services reserves the right to reduce credit limit and/or close cards based on transaction history.**

Send the completed Travel Card Application to the Procurement Card Department at Mail Stop 9718