



Travel Card Application

To obtain a Travel Card, your department must have an assigned Travel Representative and Travel Approver.

Travel Cardholder Information: *Enter name as you wish it to appear on the Travel Card*

Name: _____
Last First MI

Phone: _____ Email: _____

Department Name: _____

FSU Employee ID # (9 digits): _____ OMNI User ID: _____

Please initial or sign (as indicated) and submit **originals of all three pages** to:

Jennifer Pittman
Travel Card Administrator
FSU Payables & Disbursements Services
5607A University Center, Tallahassee, FL 32306-2391

<u>FOR TRAVEL CARD ADMINISTRATOR USE ONLY</u>	
<input type="checkbox"/> Training Completed	Last 4 Digits <input type="text"/>
Ordered By: _____	Date Ordered: _____
OMNI Entry By: _____	Date Entered: _____
Issued By: _____	Date Issued: _____
Recipient Signature: _____	Date Received: _____



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Read each item and ensure you understand each as it applies to the Travel Card (T-Card) program. **Your signature on these pages certifies you have read the statements** and understand your responsibilities for following the rules of the T-Card program outlined below and in the Travel Card Manual. **All three pages** must be submitted to the Travel Card Administrator.

I understand:

1. No one else is to use my T-Card or obtain access to my card information. I am responsible for making all travel arrangements and purchases on my T-Card and must secure my T-Card information at all times.
2. The University T-Card is for official Florida State University business related travel expenses only.
3. It is my responsibility to know the rules and policies regarding travel authorization and reimbursements. The T-Card may be used for air transportation, travel agency fees, lodging (room ONLY), rental car, parking, taxi service, bus/train fare, telephone and internet (business-use only), gasoline for rental vehicles or FSU vehicles while used in Travel Status and conference registration only.
4. Charges such as meals and other incidentals are NOT allowed on the T-Card. When using the T-Card to pay for lodging, it is my responsibility to ask for two separate invoices, one for room charges only and the other for all other incidental charges.
5. I must pass the post-test and follow the rules set forth in the Travel Card Training Class (course # BTTE04—see [Registering for Training](#)).
6. The T-Card cannot be used to obtain cash advances.
7. All my travel related expenses should be exempt from State of Florida sales and use taxes. The Certificate of Exemption from Florida Sales tax can be found at <http://control.vpfa.fsu.edu/content/download/21540/138998> and is on the front of all T-Cards. I am responsible for notifying Florida vendors of this exemption.
8. T-Card Limits

Cardholder Limits	Standard
Individual Transaction Limit (per Vendor per day):	\$2,000
Daily Dollar Limit:	\$4,000
Cycle Limit (14th of month through 13th of following month):	\$15,000

9. If my T-Card is lost or stolen, a replacement card must be ordered through the University's Travel Card Administrator at jpittman@admin.fsu.edu.
10. My T-Card can be terminated for any misuse at any time.
11. My T-Card may be terminated by Bank of America due to fraudulent activity by outside parties at any time. I shall carry an alternate payment method when traveling in the event of such occurrences.

Cardholder Initial Here: _____



12. Any unauthorized charges made by me using the T-Card require immediate reimbursement to FSU and may subject me to possible disciplinary action up to and including termination.
13. I am responsible for submitting receipts to my Travel Representative within (3) three days of the T-Card charge. An expense report must be processed the week the T-Card charge downloads into My Wallet.
14. I am responsible for resolving a dispute directly with the merchant, before entering into the formal dispute process with Visa/Bank of America.
15. I must complete a Travel Card Dispute Form (Commercial Card Claims Statement of Disputed Item) for disputed transactions and submit it to Bank of America within 60 days of the charge or the right to dispute will be forfeited. The form is available on the Travel forms website at <http://control.vpfa.fsu.edu/content/download/4231/29886>. A copy of the dispute form must be faxed to the Travel Card Administrator at Fax # (850) 644-8137.
16. If I terminate from my current department, I must stop using my T-Card immediately and work with my supervisor to return the T-Card to the Travel Card Administrator with the Travel Card Termination Form found at <http://control.vpfa.fsu.edu/content/download/3986/28729>.
17. Any unused airline ticket charged to the Travel Card is the property of FSU and must be retained by the department that paid for it. Arrangements must be made with the air carrier prior to departure date and time to ensure full ticket value is not voided.
18. Any cancellation fees incurred due to personal reasons are the responsibility of the traveler and require immediate reimbursement to FSU.
19. It is my responsibility to cancel unneeded reservations (hotel, registration, etc.) as soon as possible and to have the charges credited to the T-Card.
20. It is my responsibility to contact and follow-up with vendors regarding any credit(s).
21. All questions involving travel related purchases, card issuance or card termination should be directed to the Travel Card Administrator at jpittman@admin.fsu.edu.

Certification Statement:

I certify I have taken the required Travel Card Training and understand the rules and requirements to participate in the Travel Card Program. **I understand my failure to follow the established guidelines of this program may result in revocation of Travel Card privileges and, depending on the severity of the action, may result in disciplinary procedures up to and including termination of employment.** I agree with all the statements on this application.

Printed Name of Travel Cardholder

Travel Cardholder Signature

Date

Printed Name of Dean/Department Chair

Dean/Department Chair Signature

Date