

This form shall be completed by CSU faculty and staff who are eligible to obtain a US Bank Travel Card for payment of university-related travel expenses. See [CSU Travel Policy](#) and [CSUDH Travel Procedures](#). Please submit completed form with approving signatures to [travel@csudh.edu](mailto:travel@csudh.edu). **Concur Profile must be completed prior to applying for Travel Card.**

**CARDHOLDER INFORMATION**

Legal Name: \_\_\_\_\_ Email: \_\_\_\_\_  
First Name M.I. Last Name

Department Name: \_\_\_\_\_ CSUDH ID: \_\_\_\_\_ Ext.: \_\_\_\_\_

**CARDHOLDER ACCEPTANCE**

1. By enrolling in the US Bank Travel Card Program I understand that the Program Administrator will verify charges in relation to **official business travel**. If the charge card contains personal charges it may be suspended and/or terminated.
2. I understand that this card will be used for **official business travel charges only** (e.g., hotels, rental cars, taxi or bus fares, meals, gas, parking fees, airline tickets) and cardholder is responsible for reconciling card activity by submitting all receipts, **including those under \$75**, with travel expense report via Concur Travel & Expense platform.
3. I understand that the Travel Card is not to be used for the following types of purchases:
  - Non-travel related purchases and expenses (i.e. services or campus supplies)
  - Travel expenses that are extravagant and/or not ordinary or reasonable
  - Alcoholic beverages (request a separate bill to be paid personally)
  - Meals exceeding the daily reimbursement maximums
  - Cash advances/Travelers Checks
  - Personal travel
  - Expenses not in compliance with CSU/Campus travel procedures
4. I understand that my card limit will be \$3,000. Requests for limit changes may be submitted by appropriate administrator to Travel Desk via email as needed. Limits must be aligned with actual usage and will be evaluated accordingly.

I have completed my Concur Profile (required before submission of this form).

Cardholder:  \_\_\_\_\_  
Signature Date

**APPROVING OFFICIAL**

Approving official must have organizational oversight authority over cardholder. Approving official is responsible for ensuring purchases are reasonable, appropriate and for official university business only. I approve issuance of a travel card to employee identified above.

This individual meets the following eligibility requirements:

Will travel at least once each year

Has employment classification of *faculty, staff, or temporary-annually renewable* (**other temporary employees, student employees, emergency hires, retired annuitants, and volunteers are not eligible**)

Fiscal Officer/ARM:  \_\_\_\_\_  
Signature Print Name Date

Reports To Authority:  \_\_\_\_\_  
Signature Print Name Date