

University of Maryland
University Travel Card Application and Agreement

I, _____, hereby request a University of Maryland Diners Club Travel Card (Travel Card). As a condition of receiving and using the Travel Card, I agree to comply with the following terms and conditions:

1. I understand that I am being delegated the authority to purchase travel and hosting services on behalf of the University of Maryland using the Travel Card. I understand and agree that the Travel Card may be used to purchase the following services: transportation, lodging, vehicle rental, meals, and other authorized expenses related to pre-approved travel or hosting activity. The Travel Card may not be used for retail or any other purposes, whether personal or University-related.
2. I agree that all travel and hosting services purchased with the Travel Card will be made in accordance with all applicable laws and regulations including, but not limited to, sponsored project terms and conditions; Maryland statutes; the Code of Maryland Regulations (COMAR); Diners Club Travel Card Program Policies and Procedures; University System of Maryland Travel Policy; University of Maryland Travel Policies and Procedures; University of Maryland Delegated Procurement Authority Policy; and departmental travel procedures. I understand that the failure to follow established procedures may result in disciplinary action(s) against me including loss of leave time, suspension and/or termination of employment, fines, garnished wages, and/or criminal prosecution.
3. I agree to return the Travel Card immediately upon the request of Travel Services or my dean, department head, or designee; upon suspension and/or separation from the University; or upon reassignment to another University unit. I acknowledge and agree that any failure to return the Travel Card pursuant to the requirements of this paragraph shall be cause for the imposition of disciplinary action(s) referred to in paragraph 2.
4. I agree to notify Diners Club and Travel Services immediately upon discovering that the Travel Card or Travel Card number has been compromised, lost, or stolen or upon noticing any unauthorized transactions on my Travel Card. I agree that I, and not the University, am solely liable for any unauthorized charges made to the Travel Card unless the Travel Card or Travel Card number has been reported to Diners Club and Travel Services as compromised, lost, or stolen.
5. I understand and agree that charges and ATM withdrawals using the Travel Card constitute a cash advance to me from the University for the limited purpose of funding authorized travel and/or hosting expenses. In the event I fail to reimburse the University for any unused cash advances or unauthorized and/or unsubstantiated charges within thirty (30) days of the conclusion of the related travel and/or hosting activity, I hereby authorize and agree that the University may recover any unpaid amount due by way of payroll deduction from my payroll check. In the event I am separated from the University prior to completion of any payroll deductions, I hereby acknowledge my obligation to the University for any remaining amount due. I understand and agree that failure to reimburse the University within the thirty (30) day period shall result in immediate cancellation of my Travel Card.
6. I agree to provide the University with itemized receipts for all travel and/or hosting expenses charged to my Travel Card.

Travel Card Applicant's UID

Travel Card Applicant's Signature

Date

Travel Card Applicant's University Phone

Travel Card Applicant's University Email Address

Travel Card Applicant's University Billing Address (including 9-Digit ZIP Code™)

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Departmental Agreement

I agree to ensure that the Travel Cardholder, _____, complies with all terms of this University Travel Card Application and Agreement, University Travel Policies and Procedures, relevant University policies and procedures, governing law, and applicable regulations. I understand that failure to comply with these requirements may result in the cancellation of the Travel Card. Detailed information about Travel Card Cardholder and Approver Responsibilities and Procedures is available at www.dbs.umd.edu/travel/responsibilities.

Department Head Name

Department Head Signature

Date

Department Name

Default KFS Account

Departmental Contact for Business Matters

Name: _____

Phone: _____

Email Address: _____

For Travel Services Use Only:

Field 1: _____

Field 2: _____

Field 3: _____

Field 4: _____

Field 5: _____

Verified: _____

**Return to:
Travel Services
2107 Patapsco Building
University of Maryland
College Park, MD 20742-6711
Email: travel@mercury.umd.edu
Phone: 301.405.0607**

**UNIVERSITY OF MARYLAND
TRAVEL CARD APPROVING AUTHORITY RECORD**

Date of Request: _____

Cardholder
Name: _____

Department: _____

TYPE OF REQUEST

Add Approving Authority – Please complete information below.

Remove Approving Authority _____

Approver(s) – Person(s) authorized to review and approve Travel Card Transactions and Travel Card Logs

Approver(s): I certify that I will review the Travel Card transactions monthly to ensure that receipts for all transactions are filed, the University Travel Card statements have been reconciled, all transactions have been accurately recorded, and all charges are allowable, appropriate, and authorized. I also understand and will perform the duties of approver/reviewer as detailed in travel policies and Travel Card Cardholder and Approver Responsibilities and Procedures, which is online at <http://www.dbs.umd.edu/travel/responsibilities>.

Primary Approver Name: _____	Other Approver Name: _____
Phone Number: _____	Phone Number: _____
Email: _____	Email: _____
UID: _____	UID: _____
Signature: _____	Signature: _____

If adding additional Approvers, please complete additional forms.

Approved by:

Department Head Name/Title (Print or Type)

Department Head Signature/Date

Once the form is completed, forward this request to the Department of Business Services, Travel Services, 2107 Patapsco Building, College Park, MD 20742 or fax to 301.405.0555.