



Travel Procurement Application Form

___ Add

___ Change

___ Delete

Department Information:

Department: _____

Cardholder Name: _____

Account Number: _____

Phone: _____ Fax: _____

E-Mail Address: _____

Cardholder Purchase Limits:

Spending Limit per Cycle: _____

Cardholder Name (print): _____

Signature: _____

Department Chair (printed): _____

Signature: _____

Title: _____

Date: _____

Dean/Provost/Associate Provost Approval (print): _____

Signature: _____

Title: _____

Date: _____

Controller's Office Approval

Date: _____

Bradley University Travel Card Agreement

Bradley Travel Card use is granted under the following conditions:

1. Purchases are limited on a monthly basis per the approved application form.
2. The use of the travel card is for pre-approved University business travel only. The following type of charges are allowed:

| | |
|---------------------------|--|
| Business phone calls | Laundry & dry cleaning (after 10 days) |
| Conference fees | Parking & tolls |
| Currency conversion fees | Tips up to 20% of cultivation meal cost |
| Traveler's checks fees | Cultivation meals with donors, outside parties |
| Gasoline for rental car | Hotel expenses |
| Approved entertainment | Airline expenses |
| Ground transportation | Student travel costs including meals |
| Business office expenses: | Fax, copy services, telegrams, etc. |

The following items are considered personal (not business) in nature and are not allowed. They may be declined at point of charge:

| | |
|---|---------------------------------------|
| Movie Rental | Newspapers, magazines |
| Hotels mini-bar items | Prescriptions, over the counter drugs |
| Insurance of rental cars | Trip flight insurance |
| Parking tickets and fines | Travel meal subject to the per diem |
| Personal portion of airfare | Personal use of rental car |
| Laundry (less than 10 days) | Personal aircraft use |
| Extra baggage charges for personal items (i.e. golf bags) | Childcare or pet care costs |
| Locksmith charges | Lost baggage, luggage or briefcases |
| Souvenirs and personal gifts | Health club fees |
| Commuting expenses | Any other personal expenditures |

3. Original sales slips/travel card receipts must be attached to the monthly statement with all IRS substantiation requirements met a discussed in Bradley University Travel Expense Reimbursement Policy and Procedures. Each statement must have secured the departmental approvals. Statements must be returned to the Purchasing Department for payment processing.
NOTE: If two statements are outstanding upon receipt of a third, the card affected will be canceled.
4. The total of the travel card statement will be posted to a default travel sub code within the cardholder’s department if receipts and proper documentation are not received by the payment due date. Once the documentation is received, an entry will be made by the Purchasing Department to clear the default account and charge the appropriate expense account. If the cardholder is late in providing the required documentation on a consistent basis, the card will be revoked.
5. Lost or stolen card must be reported to the Purchasing Department immediately. The cardholder is responsible for submitting and resolving all disputes with the credit card company.
6. Cardholders will be held personally responsible for unauthorized use, or for failure to report a lost or stolen card promptly. Further, the cardholder will reimburse the University for the total of such transactions. This will include any travel meals subject to the per diem that were inadvertently charged to the travel card.
7. If receipts are lost or otherwise not submitted, the cardholder is responsible for the expenditure and must submit a personal check made payable to the University along with other documentation. If receipts are found at a later date, the cardholder may request reimbursement at that time.
8. Failure to abide by these rules will be grounds to revoke travel card privileges.
9. The cardholder will return the travel card to the Program Administrator in the Purchasing Department immediately upon request, upon transfer to a different department, or upon termination of employment at the University.
10. Prior to the card being released, the cardholder will review the Travel Recommendations/Observations section and the Travel and /or expense reimbursement policy of the Controller’s Office website. The cardholder will set up a time to meet with the Controller’s Office Travel Advisors to review the policies and answer any questions or concerns. Initial _____ Date: _____

By accepting a Bradley University Travel Card, I agree to abide by the rules listed herein.

Signature (cardholder)

Signature (Dept Chair/Dean/VP AA)

Print Name

Print Name

Default Account Number