

DREW UNIVERSITY  
**TRAVEL CARD APPLICATION**  
(Forward completed form to Purchasing Department)

Cardholder Name \_\_\_\_\_ Title \_\_\_\_\_

Department \_\_\_\_\_ Tel. \_\_\_\_\_

Email Address \_\_\_\_\_ Employee/Student ID No. \_\_\_\_\_

Default Budget Account Number \_\_\_\_\_

Signature of Cardholder's Supervisor \_\_\_\_\_

Signature of Department Head or Dean \_\_\_\_\_

Signature of Vice President or Provost \_\_\_\_\_

**TRAVEL CARD CARDHOLDER AGREEMENT**

I hereby acknowledge receipt of a Drew University Travel Card. As holder of the Travel Card, I understand and accept the responsibility for proper use and protection of my card as outlined in the Drew University Travel Card Policy.

Specifically I agree as follows:

I have read and understand the Drew University Travel Card Policy and the Drew University Policy for Travel and Business Entertainment.

Violation of the terms of the Travel Card Policy or the Travel and Business Entertainment Policy will result in immediate termination of my cardholder privileges.

The Travel Card is for authorized University business only and it may not be used for personal purchases of any kind regardless of any intention to reimburse the University.

Use of my card will be audited and I agree to produce receipt copies on demand.

It is my responsibility to submit a completed Expense Report with original receipts to the Accounts Payable Office within thirty (30) days of month end and ensure that all charges made with my card are included.

I authorize the University to deduct from my paycheck the amount of any charge not detailed on an Expense Report.

I authorize the University to deduct from my paycheck the amount of any charge which violates this Agreement, the Drew University Travel Card Policy or the Drew University Policy for Travel and Business Entertainment.

I acknowledge that misuse of the Drew University Travel Card may result in disciplinary action including termination of my employment.

\_\_\_\_\_  
Signature of Cardholder

\_\_\_\_\_  
Date