

TRAVEL AND EXPENSE VISA CARD Employee Card Application

Instructions:

1. **Complete Section 1 to 4 of this application form. Read, complete, and sign Section 5: Card Requester Confirmation, Consent & Signature. Please print.**
2. **Obtain required approval from an authorized approver (Approver to read, complete, and sign Section 6: Approver Confirmation & Signature).**
3. **Send the completed/approved Cardholder Profile – Application York University Travel and Expense Agreement form to Procurement Services, 4747 Keele Street or scan and email to TECard@yorku.ca for review and processing.**

SECTION 1: CREDIT LIMITS REQUESTED (TRANSACTION LIMIT / MONTHLY LIMIT)

1. Select the Average Single Transaction Limit required:

Low (\$3000.00)
Medium (\$5,000.00)
High (\$10,000.00)

2. Select the Average Monthly Transaction Limit required:

Low Volume (\$5,000.00)
Medium Volume (\$10,000.00)
High Volume (\$25,000.00)

If your Average Single Transaction Limit or Average Monthly Transaction Limit exceeds the University set maximums, indicate the amount you expect it to exceed and a detailed explanation for the spending increase.

Note: All spending limit increases are subject to approval by the Director, Procurement Services.

SECTION 2: CARD REQUESTOR PROFILE

First Name <table border="1" style="width: 100%; height: 25px; border-collapse: collapse;"> <tr><td style="width: 10%;"></td><td style="width: 10%;"></td><td style="width: 10%;"></td><td style="width: 10%;"></td><td style="width: 10%;"></td><td style="width: 10%;"></td><td style="width: 10%;"></td><td style="width: 10%;"></td><td style="width: 10%;"></td><td style="width: 10%;"></td><td style="width: 10%;"></td><td style="width: 10%;"></td><td style="width: 10%;"></td><td style="width: 10%;"></td><td style="width: 10%;"></td><td style="width: 10%;"></td><td style="width: 10%;"></td><td style="width: 10%;"></td><td style="width: 10%;"></td><td style="width: 10%;"></td></tr> </table>																					Middle Initial <table border="1" style="width: 100%; height: 25px; border-collapse: collapse;"> <tr><td style="width: 30%;"></td><td style="width: 30%;"></td><td style="width: 30%;"></td></tr> </table>																				
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Not to exceed 19 characters in length

University Extension	Alternate telephone number:
	- - E X T #

York E-mail Address

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Position/Title:

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Department/Building/Room #:

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SECTION 3: CARD REQUESTOR'S ADMINISTRATIVE SUPPORT (if applicable)

Complete this section when an administrative support person will be reconciling travel expenses on behalf of the card requestor. **NOTE: By completing this section you will be granting your administrative support person access to view your US Bank Access On-line monthly statement.**

First Name

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Last Name

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University Extension	York E-mail Address:

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SECTION 4: BUSINESS PURPOSE FOR CARD

Please describe business purpose for the Card (including nature of expenses):

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SECTION 5: CARD REQUESTOR CONFIRMATION, CONSENT & SIGNATURE:

Please read and check all boxes before signing:

- I confirm that my Concur account is active.
- To the best of my knowledge the above information describes the purchasing requirements that will be associated with the approved York University Travel and Expense Card.
- I confirm that by signing this application form, I consent to having the information collected by York University on behalf of US Bank Canada for the purpose of securing a University Travel and Expense Card, US Bank Visa® Corporate Card. Personal information is protected under the Freedom of Information and Protection of Privacy Act. For more information, contact the Plan Administrator.

Card Requestor Signature:	
Date (yyyy-mm-dd) :	

SECTION 6: APPROVER CONFIRMATION & SIGNATURE:

For more information on who has authority to approve this application, please refer to the [Authorized Approver List for Travel Visa Card](#).

Please read and check all boxes before signing:

- I confirm that I am authorized to approve this application in accordance with the Travel & Expense Card Guidelines. I have reviewed the Travel & Expense Card Guidelines and understand my responsibilities as a card approver.
- I confirm that the requestor is eligible for the Travel and Expense card program in accordance with the Travel & Expense Card Guidelines
- I confirm that the above information describes the purchasing requirements of the requestor.

Approver Name: (Please Print)			
Title:		Unit	
Signature:		Date: (yyyy-mm-dd)	
Email:		Extension:	

FOR PROCUREMENT SERVICES USE ONLY:

Director, Procurement Services Authorization Signature:		Date:	
Corporate Billing Info: 03363	Agent #: 3363	Division # _____	Department # _____

York University Travel & Expense Cardholder Agreement

York University (the “University”) has arranged for US Bank Visa Travel & Expense cards (“T&E Cards”) to be issued to Faculty and Staff who regularly travel on University related activity.

For and in consideration of the issuance of a University T&E Card by US Bank Visa, under the agreement between the University and US Bank Canada, **I agree to the terms of this agreement and understand that from time to time modifications to this agreement may be necessary.**

As a recipient of a York University T&E Card, I agree to the following terms and conditions:

1. Participation in the University's T&E card program is a convenience that also carries cardholder responsibilities. A T&E card will be issued jointly with my name and the University's name clearly shown. Although the T&E card is issued with my name, it is considered University property and must be used only for University business.
2. The T&E Card is provided to me for University-related travel purchases. T&E Card does not replace and should not be substituted for the University's Purchasing Card (PCard) program or Accounts Payable process.
3. I will not share the T&E card with others.
4. I am responsible for keeping the T&E card data (such as card number, expiration date, CVV code, and card signature) secure. I will immediately notify US Bank and Procurement Services of any loss or unauthorized use of the card.
5. I have read, and will comply with, the York University T&E Card Guidelines (the “guidelines”) in effect from time to time. This includes obtaining appropriate receipts and supporting documentation, reconciling expenses within Concur and following proper payment card security measures.
6. I have reviewed and understand University policies and procedures (including ethics, reimbursement of expenses, hospitality, procurement of goods and services, and human resources policies and procedures). I am responsible for keeping informed of any changes to, and ensuring all expenditures are in accordance with, these policies and procedures.
7. For externally funded research, I have reviewed and understand funding agency requirements, policies and procedures. I am responsible for keeping informed of any changes to these policies and procedures and ensuring all expenditures are in accordance with funding agency requirements and occur within the grant dates.
8. I am responsible for reviewing, allocating, and expensing **all** transactions using the University's automated expense reporting system (Concur) within 20 days of the transaction date, or earlier for externally funded expenses if required for purposes set out by the granting agency. Failure to submit expenses through Concur in a timely manner will lead to suspension or cancellation of the card.
9. I am responsible for contacting Procurement Services to resolve any discrepancies. I am responsible for providing any requested documentation required by the Procurement Services or card provider to resolve any issues.

10. I understand that all transaction documentation and reconciliations will be subject to audit by Finance and/or Internal Audit.
 11. I will surrender the T&E Card to the Procurement Services or my immediate supervisor upon demand or upon my termination of employment with the University.
 12. I understand that the T&E card will not be used for personal purposes. In rare circumstances where it is not practical to use a separate personal credit card for a personal expense (such as additional personal charges to a hotel room charged to the T&E card), an exception will be granted provided I pay, directly to US Bank Visa, the amount of the personal charge.
 13. I understand that improper or unauthorized use of the T&E card may result in card suspension or cancellation and possibly in cardholder disciplinary action up to and including employee suspension or termination. If the University determines the T&E card was used for personal purposes in violation of the T&E card use policy, I expressly authorize and permit the University, at its discretion, to withhold or deduct some or all of the amount(s) charged to the T&E card from any payment due to me from the University, including but not limited to, my employment compensation or for any purpose whatsoever. I understand that any violation of the terms of this agreement may result in disciplinary or civil and criminal legal action, including termination of employment. I understand that I will owe the University an amount equal to the total of any discrepancies, of the total amount of any personal gain, and/or of any fees related to the collection of such money. I understand that University may elect to collect this money even if I am no longer employed by them.
 14. I acknowledge that the T&E Card information is also in the care and custody of the University and subject to The Freedom of Information and Protection of Privacy Act (FIPPA).
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Agreed by:

Cardholder Signature

Cardholder Name

Date