



**University of Richmond  
Renewal Corporate Travel Card Agreement**

The University of Richmond Corporate Travel Card is a card issued to employees who travel occasionally on University business. The card allows the employee to travel on University related business without having to use their own personal funds or personal credit card. The card is issued through J P Morgan Chase and carries individual liability. Statements are issued monthly and all statements must be paid in full by the cardholder each month.

Cardholder Name: \_\_\_\_\_ UR E-mail address: \_\_\_\_\_

Dept. Name: \_\_\_\_\_ Dept Address: \_\_\_\_\_

Home Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

Business Phone: \_\_\_\_\_ Home Phone: \_\_\_\_\_

I (*print name of applicant here*) \_\_\_\_\_, hereby agree to comply with the following terms and conditions of this Agreement and any subsequent amendments or addenda for as long as I am a Corporate Travel Cardholder:

1. I understand that by applying for the Corporate Travel Card, J P Morgan Chase may obtain credit information pertaining to me for the sole purpose of issuance, renewal, and/or replacement of the J P Morgan Corporate Card.
2. I have read the University's Travel and Entertainment Expense Guidelines located on the University's website, <http://controller.richmond.edu/accounts/guidelines.htm> and agree to adhere to said policies.
3. I will accept responsibility for the protection and proper use of this card. I will maintain receipts for all University related business expenses and will submit them for reimbursement in a timely manner so that I may receive my reimbursement and pay my credit card bill by the due date. Failure to submit and receive my reimbursement in a timely manner does not negate my paying of the credit card statement.
4. I understand and acknowledge that payment in full is due to J P Morgan Chase upon receipt of the credit card statement each month. I further acknowledge that if I fail to pay J P Morgan for all undisputed charges, my card will be canceled permanently.
5. I understand and acknowledge that if all undisputed charges have not been paid in full to J P Morgan Chase after 90 days, that by signing this document, I authorize the University of Richmond to make deductions from my paycheck(s), or any other funds owed to me by the University, to satisfy the obligation to J P Morgan Chase.
6. I understand the University may monitor the use of the card to ensure I comply with all University policies and procedures and that a member of the University's Corporate Card Team may contact me if my account becomes delinquent.
7. I understand the University may terminate my right to use this card at any time, for any reason. I agree to return this Corporate T&E Card to the Program Administrator immediately upon request or termination of employment (including retirement).
8. If this Corporate T&E Card is lost or stolen, I will notify J P Morgan Chase (1-800-270-7760) and the Program Administrator immediately.

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

\_\_\_\_\_  
Date Card Rec'd (*leave blank until card picked up*)

\_\_\_\_\_  
UR ID Number

\_\_\_\_\_  
Supervisor / Dept Head Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Supervisor/ Dept Head Title

\_\_\_\_\_  
Extension

\_\_\_\_\_  
Date

\_\_\_\_\_  
Program Administrator Signature

\_\_\_\_\_  
Last 4-digits of Card

\_\_\_\_\_  
Date Card Issued

**Applicant and Supervisor must complete this form. Cardholder must bring completed form with them to pick up their renewal Corporate Travel Card.**