



TRAVEL CARDHOLDER AGREEMENT AND APPLICATION

Mississippi State University is pleased to present you with the Travel Card. It represents the University's trust in you and your empowerment as a responsible employee of the University to safeguard and protect our assets.

I hereby agree to comply with the terms and conditions of this Travel Card Agreement and Travel Card procedures.

I hereby agree to use my best effort to minimize exposure from lost, stolen or otherwise compromised Travel Cards. I agree to properly use the Travel Card. I understand the University WILL audit the use of the Travel Card. I understand that I CANNOT use the Travel Card for personal transactions or for any restricted purchases, even if reimbursed.

REQUIREMENTS AND RESPONSIBILITIES

- Must have a current Mississippi State University (Nine-digit number)
- Assure that the items purchased are required for a bona fide university purpose
- Notify the merchant that the purchase is being made in the name of a government entity, which is exempt from state and local taxes. If taxes are charged, obtain credit immediately
- Obtain itemized receipts from vendors
- Purchases are within the limits set and available budget authority

AUTHORIZED EXPENSES

- Lodging (room only, no incidentals)
- Baggage fees
- Registration fees
- Rental cars (rentals on state contracts)
- Taxis/Shuttles
- Tolls
- Fuel for rental vehicles – Dates of the fuel purchase should match the time period in which a vehicle was rented to be eligible for payment of this expense.
- Tolls
- Parking
- Business related internet services

UNAUTHORIZED EXPENSES

- Travel expenses for non-MSU employees
- Airfare (EBTA process should be used)
- Fuel for any type of vehicle other than a rental
- Cash advances
- Travel expenses for travel companions or spouses
- Food and beverages
- Personal items
- Hotel incidentals
- Laundry
- Personal calls
- Movies
- Meals
- Alcohol
- Room Service
- Any purchase in which MSU does not receive direct benefit
- Anything not specifically listed under authorized expenses

I hereby understand that improper use of this Travel Card may result in disciplinary and legal actions, including but not limited to restitution, forwarding information to the appropriate authorities for criminal prosecution, and possible termination of employment. Should I fail to use the Travel Card properly, I authorize the University to deduct from my salary, or from any other amounts payable to me, an amount equal to the total of the improper purchases. I also agree to allow the University to collect any amounts owed by me under this agreement.

I hereby understand that the University may terminate my right to use the Travel Card at any time and for any reason or no reason whatsoever. I hereby agree to return the Travel Card to the University's Procurement Card Manager or my department's business office or supervisor immediately upon request from the University, when changing departments, or upon termination of employment.

CARDHOLDER:

Signature – ProCard Applicant

Date: _____

Print Name

Title

Department

DEPARTMENT HEAD/VP APPROVAL:

Approval

Date: _____

Print Name

Title

Department

Cardholder Information

Cardholder Name: _____
(First, MI, Last)

Cardholder E-Mail Address: _____

MSU ID Number: _____ Date of Birth (MM/YYYY): _____

Department Information

Departmental Card Administrator Name: _____

Department Mailing Address: _____

Business Phone Number: _____ Department Mail Stop: _____

Card Administrator E-Mail Address: _____

Department Name: _____

Credit Limit

Monthly Credit Limit: _____

Note: Procurement and Contracts/Travel Services reserves the right to reduce credit limit and/or close cards based on transaction history.

Please scan and email the completed Travel Card Application to
procardhelp@procurement.msstate.edu.