



# Department of Administrative Services Corporate Travel Card Agreement

Employee Name: \_\_\_\_\_

Agency Name: \_\_\_\_\_ Agency No. \_\_\_\_\_

State employees seeking to participate in the State of Oregon Corporate Travel Charge Card (hereafter referred to as "Corporate Travel Card") program must complete and sign this agreement.

Use of the Corporate Travel Card is authorized only for travel related expenses while on official State business and is strictly prohibited for any other purposes. The Corporate Travel Card shall not be used for personal purchases and doing so will be considered abuse of the card. Abuse of the Corporate Travel Card privilege or disregard for the agreement guidelines may result in cancellation of the card and is grounds for disciplinary action up to and including dismissal.

Employee agrees to the release of their Social Security Number to the Corporate Card Provider and agrees to allow for a credit check on the employee's personal credit history by the Corporate Card Provider. This credit check does not appear on or affect the employee's personal credit in any way. Employee understands that the Corporate Card Provider may adjust the credit limit on their card as needed.

The Corporate Travel Card is a personal liability card, not a State liability card. The employee is personally responsible for all charges and fees incurred on the Corporate Travel Card and for promptly paying all charges and ATM cash withdrawals they incur while using the card. Transaction fees for ATM use are reimbursable. The Corporate Travel Card is a *charge* card, not a credit card. Therefore, balances on the card are to be paid in full on or before the due date each month. Payment must be received by the Corporate Card Provider's payment center as listed on the monthly statement by the due date. Payment to a local branch does not guarantee the payment will be received and posted by the payment center before the due date. Payment delinquencies will affect an employee's personal credit history. Late fees are the responsibility of the card holder.

The travel card coordinator for your agency has access to reports providing information on how the cards were used and the outstanding balance. If the cards are misused, abused, or if balances remain unpaid and fall past due, the Agency, Department of Administrative Services or the Corporate Card Provider have the authority and reserve the right to revoke card privileges and cancel the card. The cards are to be surrendered upon request.

Upon termination of employment or transfer to another state agency, employees are required to surrender their card to their manager. Surrendered or revoked cards will be cancelled, and the employee will be ineligible for restoration of Corporate Travel Card privileges with the exception of employees transferring to another agency. Transferring employees will need to apply for a new card with their new agency.

I understand that the Corporate Card Provider will cancel my Corporate Travel Card if my account becomes 90 days past due. I realize there is no provision for reinstatement unless the delinquency was caused by circumstances beyond my control (i.e., erroneous posting of charges or payments).

I have read, understand and agree to the provisions of this Corporate Travel Card Agreement and the Oregon Accounting Manual Policy Number 40 20 00.PO and Procedure Number 40 20 00.PR on Travel Advances and the Corporate Travel Card.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Date Card Issued: \_\_\_\_\_ Issued by: \_\_\_\_\_  
(Manager/Authorizer Approval Signature)