



TRAVEL CARD REGULATIONS

The procurement card is for business use only; no personal purchase will be made with the card. Misuse of the card may result in revocation of the card and/or other disciplinary actions

This credit card is to be used **ONLY** for pre-approved normal hotel charges, airline ticket, registration, and/or car rental charges.

The hotel receipt must be a detailed receipt that shows all charges, i.e., each day's room rate, each day's individual taxes charged, self-parking charges, etc.

This card is **NOT** to be used for valet parking, room service, telephone calls, movies or other extra charges associated with hotels. It cannot be used for alcoholic beverages. It cannot be used to buy conference materials. It cannot be used for Early Bird check-in at airlines. It cannot be used for gasoline in rental cars. It cannot be used for meals.

THIS CARD, ALONG WITH ALL RECEIPTS, MUST BE TURNED IN TO THE BUSINESS OFFICE IMMEDIATELY FOLLOWING YOUR RETURN.

I, _____, acknowledge and agree to
Employee Printed Name
the terms listed above.

Employee Signature

Date

Card Number _____

Date Turned In _____ Initials _____