

**Colorado State University
University Travel Cardholder Agreement—Individual Travel Card
(Joint/Several)**

Colorado State University is pleased to provide you with a State authorized Joint/Several Liability Travel Card (the “Travel Card”). The Travel Card represents Colorado State University’s trust in you as a responsible employee and is issued to you by Colorado State University in consideration for your agreement to safeguard University funds and to make travel-related decisions and arrangements consistent with all applicable rules and policies and as set forth herein. Applicable rules and policies include, without limitation, the following:

Travel Procedures: [FPI 5-1](#)

I, _____, agree that upon receipt of my Travel Card, I shall comply with the applicable rules and policies listed above, this Agreement, and any subsequent revisions to any of the foregoing. As the cardholder, I accept responsibility for the protection and proper use of my Travel Card as outlined in this Agreement and all applicable rules and policies. I further agree to:

1. Use my Travel Card only for the purpose of paying vendors for allowable purchases of goods and services for official state government travel;
2. Not use my Travel Card for personal purchases or personal travel;
3. Not allow others to use my Travel Card;
4. **Make payment to JP Morgan Chase within 30 days from the date of the Travel Card statement on which the charges appear and no later than 59 days past the statement date;**
5. Notify the issuing bank within the bank’s prescribed timelines on any disputed and/or fraudulent charges.

I understand that Colorado State University will monitor the use of my Travel Card. I acknowledge and agree that I shall be personally responsible for all charges made by me on my Travel Card, including any interest on such charges. I understand that 1.0% per month will be charged on the entire unpaid balance if not paid within 59 days. I understand that in the event of the willful or negligent default of my obligations under this Agreement, Colorado State University may take any action, in accordance with State Personnel Board rules and other applicable law, for the recovery of unpaid amounts and/or the imposition of appropriate corrective or disciplinary action permitted under the State Personnel Board rules and other applicable law. If my Travel Card is lost, stolen, or compromised in any manner, I shall immediately notify Colorado State University’s Travel Compliance Designee and the bank issuing the Travel Card. Upon notification of my transfer from Colorado State University, change in duties, termination of employment, suspension or cancellation of my Travel Card privileges, I agree to notify Colorado State University’s Travel Compliance Designee and to promptly return the Travel Card to the Department.

Cardholder:

Date: _____

Signature: _____ Work#: _____

Print Name: _____ Cell/Home#: _____

Department: _____ E-mail: _____

Address: _____ City/State/Zip: _____

Dean/Department Head:

Signature: _____ Date: _____

Print Name: _____ Phone: _____

Department: _____ E-mail: _____

Please email signed agreement to TravelCard_Help@colostate.edu for processing.