

## CARDHOLDER AGREEMENT FORM — TRAVEL CARD

The State of Louisiana (“State”) and \_\_\_\_\_ are providing you with a State Travel Card. The Travel Card must only be used for State of Louisiana official business travel. All acceptable charges must be in accordance with current PPM49 allowances, State of Louisiana State Travel Card and CBA Policies, \_\_\_\_\_ Travel Policy, and all current purchasing rules and regulations, if applicable.

I (“Cardholder”) agree that upon receipt of the Travel Card I shall comply with the applicable rules and policies listed above, this Agreement, and any subsequent revisions to any of the foregoing.

### Conditions for Use of Travel Card

As the cardholder, I agree to accept responsibility for all charges against the card and the protection and proper use of the Travel Card as outlined in this Agreement and all relevant rules and policies, which I have read and completely understand. I further agree to:

- (1) Never use the Travel Card for the purpose of paying vendors for allowable purchases of goods and services which are not for official state business travel;
- (2) Never use the Travel Card for personal purchases or personal travel;
- (3) Never allow others to use the Travel Card or use my card for other’s travel expenses;
- (4) Always obtain and submit all receipts, invoices and other necessary documents for each transactions as well as verify the charges on the Travel Card and to submit such charges for approval, dispute, credits, and/or fraud processing; and
- (5) Always reconcile travel-related charges within the State/ \_\_\_\_\_ prescribed timelines. I understand and agree that DOA/ \_\_\_\_\_ will monitor the use of Travel Card and that I will be personally liable for any unauthorized use thereof.

### Penalties for Misuse of Travel Card

I acknowledge and agree that I understand that in the case of my willful or negligent default of my obligations under this Agreement, the State/ \_\_\_\_\_ has the following rights, to the extent authorized by law:

- (1) The State/DOA/ \_\_\_\_\_ may pursue any remedy for the recovery of improperly charged amounts, including referral to the Office of Debt Recovery for collection;
- (2) The State/ \_\_\_\_\_ may pursue any appropriate corrective action, including cancellation of card privileges, discipline up to dismissal, and criminal charges. Once privileges are revoked, for any reason, the cardholder will not be allowed to receive a new card unless prior approval is granted through the Office of State Travel. Cash advances shall not be allowed.

### Lost Travel Card

If the Travel Card is lost, stolen, or compromised in any manner, I shall immediately notify \_\_\_\_\_ program administrator and the bank issuing the Travel Card.

### Return of Travel Card

Upon notification of my transfer from \_\_\_\_\_, change in duties, termination of employment, suspension, retirement, or cancellation of my Travel Card privileges, I agree to notify \_\_\_\_\_ Program administrator and to promptly return the Travel Card to \_\_\_\_\_.

### **Cardholder**

Personnel Number: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Section: \_\_\_\_\_

E-Mail: \_\_\_\_\_

### **Approving Authority**

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Section: \_\_\_\_\_

E-Mail: \_\_\_\_\_