

## Travel Procurement Card Holder Addendum

SDSURF requires prior approval for all travel expenses paid via PCard. At least 30 days in advance of anticipated travel dates and prior to incurring costs for any trip, the traveler must complete a Travel Prior Approval Request Form (T1) and obtain appropriate approvals.

If the anticipated trip includes travel to a high risk location, (for the list of CSURMA's high risk countries check: [https://www2.calstate.edu/csu-system/administration/business-finance/systemwide-risk-management/Documents/CSURMA\\_HighHazardList\\_2018-19\\_000.pdf](https://www2.calstate.edu/csu-system/administration/business-finance/systemwide-risk-management/Documents/CSURMA_HighHazardList_2018-19_000.pdf)), the T1 form must be submitted 45 days in advance to allow sufficient time for additional approvals required.

Upon approval of the T1, the traveler will be given a unique Travel ID number that will be assigned for each trip and identified on all expenses and documentation associated with the trip.

In addition to the Cardholder User Agreement, this addendum must be signed by a Travel PCard Holder.

As a recipient of the SDSURF Travel PCard, I agree to the following additional terms and conditions:

Initial Here

1. I understand that a Travel PCard is a **privilege** that can be revoked in cases of non-compliance to the SDSURF's PCard policies and procedures  
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2. I understand that neglecting to obtain appropriate approvals for travel and not assigning the travel ID number to travel expenses violate the SDSURF's PCard policy and may result in an automatic card termination  
\_\_\_\_\_
  
3. I understand that no travel will be supported without a travel ID number and any unauthorized travel expense may be considered a personal expense. Reimbursement of personal expenses is unallowable, and I will need to cover those costs  
\_\_\_\_\_
  
4. I understand that it is my responsibility to ensure the travel ID number is included on the travel reimbursement form, any miscellaneous reimbursement requests associated with the trip, and with every PCard transaction relating to the trip when approving the transaction in US Bank's "Access Online" system  
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5. I understand that meals/hosting are not allowable PCard expenditures while traveling, and I am required to complete a travel reimbursement form to claim per diem meal and incidental allowances and obtain reimbursement for other expenses incurred during the trip

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6. I understand the original receipts for PCard expenditures incurred while traveling should be submitted to the PCard Administrator along with the monthly PCard remittance packets.

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7. I acknowledge that I have received the Travel PCard training material and agree to follow the procedures described therein

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I have read and understand all the above information and fully understand the responsibilities of being a cardholder of SDSURF's Travel Procurement Card Program. I agree to comply with the Procurement Card Program Policies and Procedures and with this Cardholder Agreement. I also understand that any misuse of the card, or perceived misuse, may result in the card being shut off or immediately terminated. By signing below, I acknowledge receipt of SDSU Research Foundation Travel Procurement Card.

Cardholder Printed or Typed Name:

Cardholder Signature:

Date: