

TRAVEL & ENTERTAINMENT CARD

"FGRCTVO GPV'VTCP UHGT'HQTO"

Please print clearly and completely. Incomplete applications will be returned.

Cardholder's Name (First, Middle Initial, Last)	Employee ID	Date
E-Mail Address		
Transfer from Department	Department Code	

CARDHOLDER AGREEMENT

(PLEASE READ BEFORE SIGNING)

I understand and agree that the T & E Card will be issued to me upon signing this application and that such card must be used in accordance with University Policy and the Cardholder Agreement. I agree to surrender the card and discontinue use upon request or upon termination of employment for any reason. I understand that the complete Corporate Cardholder Agreement will be provided when the card is issued. I agree to read these terms and conditions of the Corporate Cardholder Agreement. I understand and agree that this T & E Card is for business-related expenses only and that *failure to comply may result in disciplinary action, including termination.*

Federal law requires us to obtain, verify and record information that identifies you when you open an account. We will use your name, address, date of birth and tax identification number for this purpose.

Transfer To Department	Department Code	
Division/School Administrative Official (Print)	(Signature)	
Cardholder's Supervisor (Print)	(Signature)	Date
Cardholder Signature	Date	

UC Merced
 Attn: General Accounting
 5200 N. Lake Road
 Merced, CA 95343
 OR
 Fax (209) 228-2926

To be filled out by the UC Merced Travel Program Administrator

Program Administrator's Name (Print)	Business Phone Number	
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Program Administrator's Signature	Date	

This application is for official University of California use only