

## TRAVEL AND ENTERTAINMENT VISA APPLICATION

[\* = Required Field]

Print, sign and submit to [bock@ucanr.edu](mailto:bock@ucanr.edu) Subject Line: T&E Card Application for [insert applicant name].

*Cardholder Last Name	M.I.	*First Name	*Employee ID
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*Home Mailing Address	*City	*State	*Zip Code
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*Email Address	*Work Phone	*Home Phone
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*Department Name	*Dept. PPS Code
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### Cardholder Agreement

**My signature below verifies that I understand and agree to all of the following:**

- Eligibility is based on employment status, not personal credit card history.
- The T&E card is to be used for approved University of California business travel and entertainment charges, in accordance with UCOP Policies G-28 and BUS-79. Failure to comply with the requirements of the T&E card may result in disciplinary action, including termination and card closure.
- I understand it is my responsibility to ensure timely payments are made to US Bank by submitting the Travel & Entertainment reports within 30 days from the transaction date.
- I understand all late fees are my responsibility.
- The complete Cardholder Agreement will be provided by US Bank when the card is issued and I agree to read all the terms and conditions.
- Federal law requires University personnel to access my date of birth and tax identification number to verify my identity.
- I will notify the [bock@ucanr.edu](mailto:bock@ucanr.edu) of any foreign travel 10 days prior to departure date.

*Cardholder Signature	*Date Signed
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### Department Agreement

**My Signature below verifies that the sponsoring department agrees to all of the following:**

- The employee's home department will ensure and verify the T&E Card is to be used for approved business travel and entertainment charges only.
- In the case of inappropriate use or failure to keep the account current, the department will be responsible for assisting Accounting & Financial Services with the resolution of outstanding issues and may be required to use department resources to pay outstanding debt.
- The employee's home department will notify the Travel Help Desk at [bock@ucanr.edu](mailto:bock@ucanr.edu) prior to any employee separations.

*Department Head Name	*Department Chart & Account Number
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*Department Head Signature	*Date Signed
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This application is only for official University of California, Davis and UC ANR UCCE use.