



Travel Card Agreement

I am being provided with a College of New Jersey (TCNJ) Travel Card for a more efficient and reliable method of paying for expenses incurred while traveling on behalf of the College. I understand that TCNJ may withdraw my authorization to use the card, close or suspend the card, and/or require that I return the card at any time, and may do so without cause or prior notice.

- I understand that I am being entrusted with a valuable tool to make financial commitments on behalf of the College, which is liable to Wells Fargo Bank for all charges made on this card.
- I agree to assume responsibility for the card and will not delegate its usage responsibilities to anyone.
- I agree that any fraudulent, unauthorized or intentional misuse of the card will result in the revocation of the card, and may be accompanied by personal and/or criminal charges.
- I understand that the card is to be used only for expenses incurred while traveling to and attending approved College trips/events, and not for personal expenses.
- I agree to complete an On-line Travel Request form for all trips, including any out-of-state travel.
- I agree to keep my credit card in a locked and secure place within my department until it is needed for TCNJ business travel.
- I understand that if my employment with TCNJ terminates for any reason, I must immediately stop using the TCNJ Travel Card and return the card to the Office of the Treasurer. I am also responsible for reimbursing TCNJ for any travel-related purchases I may have made for travel scheduled to occur after my employment with TCNJ ends.
- I understand that my card activity is subject to periodic audits by the Internal Audit Department to verify appropriate use, and to take appropriate action on any discrepancies.
- I agree to perform monthly reconciliation of all charges and the related attach receipts within the grace period of the statement billing cycle within the Wells Fargo Bank online portal.
- If the credit card is lost or stolen, I agree to immediately notify the Treasurer's Office (609-771-2186), Wells Fargo Bank (1-800-932-0036), and The College of New Jersey Campus Police (609-771-2167)
- I understand that all TCNJ Travel Card transactions are subject to the New Jersey State Open Public Records Act (OPRA) N.J.S.A. 47:1A-1 et seq., which allows my card transactions to be requested and potentially published in any forum.

If the TCNJ Travel Card is used for personal items or for unauthorized or undocumented purchases, I hereby agree to personally pay TCNJ for such charges, or hereby authorize TCNJ to deduct from my paycheck the amounts necessary to pay for these charges. I understand that I will be notified prior to any deduction and given reasonable opportunities to explain and appropriately resolve any issues around improper or unauthorized transactions before any deductions would occur.

I certify by my signature that I have read, understand and agree without exception to abide by the terms and conditions of this Agreement, and by the terms and conditions of use as delineated in the TCNJ Travel Card Guidelines and Procedures and all subsequent revisions of same.

I certify that I obtained the necessary training in the use of my TCNJ Travel Card, and that I have received a copy of the TCNJ Travel Card Guidelines and Procedures.

I understand that this cardholder agreement supersedes any previous cardholder agreements that I signed

Employee Name (Print)

WellsOne Commercial Card Account # **(last 4 digits)**

Employee Signature

Date