



TRAVEL CREDIT CARD APPLICATION

The University-paid Concur travel credit card is available only to Stateside employees who submit their Travel Requests and Expense Report Claims in the Concur system. **The card limit is \$5,000 unless another amount is requested and appropriately justified:** \$ _____

Justification: _____

APPLICANT INFORMATION:

Employee ID: _____

Legal First Name: _____ Middle Initial: _____ Last Name: _____

Office Phone: (831)-582: _____ Email: _____@csumb.edu

PREFERRED NAME (if different): _____

DEPARTMENT NAME: _____

CARDHOLDER'S DUTIES: I understand and agree to the following terms (initial each line):

_____ I agree to submit all of my Travel Requests and Travel Expense Report Claims in Concur.

_____ I am responsible for all charges on the credit card. I understand I am not authorized to place personal expenses on the Travel card. If I do place unauthorized charges on the card, I will repay the university immediately.

_____ I am responsible for completing my monthly reconciliation of charges by submitting my travel expense report(s) in Concur within 30 days of the end date of the trip.

_____ Should I fail to comply with the appropriate use of the Travel Card, the card may be canceled.

_____ I have read and understand the [CSU Travel Policy](#).

Applicant's Signature: _____ Date: _____

Approving Official (Print): _____ Date: _____

Approving Official (Signature): _____

NOTE: Send completed application to cgasbarri@csumb.edu. Please allow up to 2 weeks to receive your travel card after submission of the completed and signed application. You will receive an email notice once your card is available for pickup in Mountain Hall, Suite A.