



La Salle University

PHILADELPHIA, PA 19141

TRAVEL CARD REQUEST FORM

Employee Name _____

Title _____ Last 4 Digits of SSN _____

Department _____ Business Phone _____

Dept Organization Number _____ Credit Limit Desired _____

Department Head Authorization _____ Date _____

Vice President/Provost Authorization _____ Date _____

Employee shall read and sign this Travel Card Agreement and return completed form to:

**Director of Accounts Payable & Purchasing
Business Affairs Office
Lawrence Administration Building**

LA SALLE UNIVERSITY TRAVEL CREDIT CARD AGREEMENT

I understand and agree that:

1. This Master Agreement (the "Agreement") sets forth the terms and conditions under which La Salle University will direct MBNA Corporate Card ("MBNA") to issue me a Travel Card (a "Card").
2. I authorize the release of the above personal and employment information by La Salle University to MBNA for the purpose of account activation and cardholder verification only.
3. I understand and agree that the purpose of the Travel Card account (the "Account") is to permit me to charge expenses incurred for La Salle University business so that I do not have to use personal funds for those purposes. The Account is to be used to pay for official University business expenses only. I understand that personal expenses are not permitted on the card.
4. I agree that I will use the Account only for the purposes described above. I further agree that I am personally responsible for submitting expense reports with receipt documentation for all card purchases in accordance with the University travel policy no later than 10 business days before the payment due date. I agree that the Card is the property of La Salle University and I will return it to La Salle University or MBNA upon request by either.
5. I understand that as a University cardholder, it is my responsibility to pay from the department's budget all late fees and interest billed due to late payment.
6. The terms and conditions governing use of the Card and the Account are set forth in the Credit Card Agreement and Disclosure that will be provided to me by MBNA at the time the card is issued. The Disclosure, as amended by MBNA from time to time in accordance with its terms and applicable law, is incorporated by reference into this Agreement and is part of this Agreement.
7. I understand and agree that La Salle University and MBNA may share information (including travel information) concerning the Account for purposes relating to the administration of the Account, to ensure compliance with the terms of this Agreement and La Salle University's policies and procedures, and for La Salle University's internal audit purposes.
8. Allow approximately 10 business days for receipt of Travel Card.
9. By signing below, I agree to the terms and conditions of this Agreement.

Employee Signature

Date