



uOttawa

**TRAVEL CARDHOLDER AGREEMENT**

***Acknowledgement of Responsibilities and Obligations for Cardholders***

I, \_\_\_\_\_, employee number \_\_\_\_\_ hereby acknowledge the receipt of the University of Ottawa Purchasing Card number \_\_\_\_\_, with expiry date of \_\_\_\_\_ issued by Scotia Bank.

1. I acknowledge that only expenses related to business travel and field trips are eligible on the card described above and all personal and unapproved expenses incurred while traveling will be at my expense and therefore non-refundable. I take responsibility for all transactions with this card and agree that such expenditures are in compliance with Policy 21 on travel expenses and field trips.
2. I agree to pay the balance required to Scotiabank as shown on the statement the bank issues for each period of use of the card by the due date and understand that the interest incurred on this card becomes my financial responsibility and are non-refundable. I agree to provide an itemized day-to-day statement of travel expenses on the prescribed Request for Reimbursement of Travel Expenses form as well as a description of the purpose of the trip, and to submit it to my supervisor for review and approval within fifteen days following completion of the trip in order to receive my refund.
3. I understand that I am the only person authorized to use the travel card and I pledge to protect and not to disclose the card number and my personal identification number (PIN) to prevent any unauthorized use. Only merchants with whom I deal with on behalf of the University of Ottawa may know the details of my card. Should my card be lost, stolen or suspected of being compromised in any manner, I shall advise, both, the Travel Card Company (Visa) at 1-888-823-9657 and the Decentralized Procurement and Programs team by calling the helpline at 613-562-5800, ext 1587.
4. I understand that the card assigned to me is the property of the University of Ottawa, and that, in the event of willful or negligent default of these obligations, the University of Ottawa shall take any recovery action deemed appropriate and permitted by law. Furthermore, upon leave, transfer from the department or service or termination of employment from the University, I agree to return this card immediately to the University of Ottawa for cancellation.
5. I understand that failure to comply with the policies and procedures can result in revocation of the card, disciplinary measures up to and including termination from the University of Ottawa. I also understand that the University of Ottawa may terminate my right to use the travel card at any time for any reason.
6. I understand that I may be asked to provide travel card records for audit purposes.

By signing this agreement, I confirm that I have read Policy 21 and I understand my responsibilities and agree to adhere to the policies and procedures established for the program.

\_\_\_\_\_  
Cardholder's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Decentralized Procurement and Programs

\_\_\_\_\_  
Date