

Travel Card Use Agreement

This Travel Card Use Agreement is between the University of Miami and _____
(First Name, Last Name, Workday Employee ID #).

The University of Miami is pleased to present to you the Travel Card Program. It represents the University's trust in you and your empowerment as a responsible employee of the University to safeguard and protect our assets.

As a cardholder, I, _____ (First Name, Last Name), agree to strictly comply with the terms and conditions of this Agreement and the applicable provisions of the University of Miami Travel Card User's Guide, as may subsequently be revised from time to time.

I understand that the Travel Card being provided to me is the property of the University of Miami and that I will be making financial commitments on behalf of the University of Miami when using this Travel Card. As a holder of the Travel Card, I agree and accept responsibility for the protection and proper use of the charge card as outlined in this Agreement and the User's Guide. I agree that use of the Travel Card is limited solely to business purposes. I agree that the Travel Card may not be used under any circumstances, for any personal, unauthorized, or illegal charges. I understand that meals, as outlined in the User's Guide, will need to be reimbursed. Only charges specifically described in the University of Miami User's Guide are allowed on the meal charges exceeding the per diem meal allowance for the trip. Any misuse of the Travel Card will result in cancellation of the Travel Card and may also, result in disciplinary action, up to and including termination of my employment. I also understand that I may not allow others to use the Travel Card assigned to me under any circumstances. I will be responsible for any charges that result from allowing others to use the Travel Card.

I understand and agree that, I will be held personally liable for the total dollar amount of any improper or unauthorized charges in connection with my misuse of the Travel Card, as outlined in this Agreement and the User's Guide, or as may otherwise be prohibited or restricted by the University of Miami. I agree that I am responsible for remitting payment for any and all unapproved charges resulting from my personal, unauthorized, or illegal charges on the Travel Card, by making payment to the Cashier's Office within ninety (90) days after the statement date and providing proof of the payment with the expense report. I agree that any unpaid personal, unauthorized, or illegal charges made by me, and paid by University of Miami on my behalf, will be considered a personal loan to be repaid through a payroll deduction if not paid to the Cashier's Office within ninety (90) days of the statement date. Payroll deductions associated with my loan will be subject to the limits set forth by applicable law. If such deductions are not permitted by law or are insufficient to fully reimburse the University of Miami, I will nevertheless repay the University of Miami these amounts, regardless of my employment status with University of Miami. If University of Miami is required to take legal action to collect any monies owed under this Agreement, I agree that the prevailing party in such legal action will be entitled to recover its attorney's fees and costs.

I understand that I have sixty (60) days from the statement date to reconcile my expenses and submit an expense report from which the University of Miami will pay all charges in connection with the Travel Card directly to the Travel Card's issuing bank. The expense report will be submitted via Workday and supported by appropriate documentation as required. If I fail to timely submit an accurate and complete expense report, reconciliation, or supporting documentation, University of Miami will consider the unsupported charges to be a personal loan and may collect those amounts from me as described herein. If I fail to reconcile my expenses within sixty (60) days after the statement date, as required above, my Travel Card will be suspended/deactivated until such charges have been reconciled and approved, in addition to any other rights the University of Miami may have. Reinstatement of my Travel Card will require approval by my manager. If I have failed to reconcile my Travel Card within ninety (90) days after the statement date, I understand that the University of Miami will consider all unsupported charges to be a personal loan and will begin payroll deductions for those amounts as described herein and in accordance with applicable law.

I understand that I am required to reconcile my previous Travel Card transactions for the Travel Card Program expiring August 31, 2017, and that the reconciliation expense report must be submitted and fully approved by October 31, 2017. If I fail to do so, my new Travel Card will be suspended/deactivated until such charges have been reconciled and approved. Reinstatement of my Travel Card will require approval by my manager. I further understand, as stated above, that if I fail to reconcile my expiring Travel Card by November 30,

2017, the University of Miami will consider the unsupported charges to be a personal loan and will begin payroll deductions for those amounts as described herein.

I understand and agree that University of Miami may review and investigate use of the Travel Card and I have no expectation of privacy concerning any charges incurred. I will cooperate with any such review or investigation, because, the Travel Card is a business card, all information related to me and/or my Account (including, without limitation, account and application information, purchase and payment activity, and balance and status information) may be shared by the Travel Card's issuing bank with the University of Miami and third parties, when deemed necessary for purposes of reviewing, maintaining or collecting my Travel Card account.

I understand that the University of Miami may terminate my right to use the Travel Card at any time for any reason. I also agree to stop using the Travel Card upon request of the University of Miami or the Travel Card's issuing bank, or immediately if I am no longer employed by the University of Miami (including, if I retire). I also recognize that the University of Miami reserves the right to cancel my Travel Card account if it cancels the entire Travel Card program with the Travel Card's issuing bank, or if I fail to fulfill my obligations under the Agreement. I will return the Travel Card to the University Corporate Card Office immediately upon my resignation, retirement or termination, or upon request by University of Miami.

I understand that this Agreement is revocable by me at any time upon written notice delivered to the University of Miami Corporate Card Office. If revoked, I must stop using the Travel Card immediately and return it to the Corporate Card office with my revocation notice. I understand that if revoked, I remain responsible for any misuse and remain indebted to University of Miami for any personal, illegal, or unauthorized charges made prior to the revocation and return of the Travel Card.

I will promptly notify the University of Miami Corporate Card Office upon discovering the Travel Card has been lost, misused, or stolen or the Travel Card has been subject to fraud, unauthorized use, or misuse. I agree to cooperate with any investigation concerning the loss, theft, or suspected misuse of the Travel Card.

This Agreement will be governed by the laws of the State of Florida, without regard to its conflicts of law provisions. Any claims arising hereunder shall be brought in a court of competent jurisdiction in Miami-Dade County, Florida.

BY SIGNING BELOW, I CONFIRM THAT I HAVE READ AND AGREED TO THE TERMS IN THIS TRAVEL CARD USE AGREEMENT.

SIGNATURE: _____

PRINT NAME: _____
(FIRST AND LAST NAME)

WORKDAY EMPLOYEE ID#: _____

DATE: _____

SUPERVISOR'S SIGNATURE: _____

PRINT SUPERVISOR'S NAME: _____
(FIRST AND LAST NAME)

DATE: _____