

Acknowledgement of Trent University Travel Card Applicant

- 1) The University Travel Card is available to eligible full time academic and administrative staff under the American Express Corporate Card Member plan.
- 2) The University Travel Card is available for University expenditures only, and shall not be available for use by any one other than the Card member.
- 3) The Card Member is liable to Amex Bank of Canada for the payment of all charges incurred with the University Travel Card including late payment charges. Failure to settle the Amex Account within forty five (45) days of statement date will result in cancellation of card privileges by Amex Bank of Canada.
- 4) The Card Member must claim reimbursement for expenditures made using their American Express card by submitting an Expense Reimbursement form (see www.trentu.ca/financialservices/forms/expenseform.pdf), **approved by their immediate supervisor and accompanied by all original receipts**, to the Finance Office, Suite 114, Blackburn Hall. Card Members may claim **immediate reimbursement of airline tickets** purchased in advance on the University Travel card.
- 5) The Card Member is eligible to obtain up to \$1500 in cash advances per calendar month through cash machines bearing the Interac and Cirrus symbols. Cash advances will appear on the cardholder's statement and must be repaid to Amex Bank of Canada within forty five days of statement date. Claims for reimbursement of expenses covered by cash advances are reimbursed in the same manner as credit charges made on the card.
- 6) The liability of the University shall be limited to University approved expenditures (see Trent's Travel and Living Policy at www.trentu.ca/financialservices/travelsuppallow.html) incurred by the Card Member for which an approved expense report has been submitted within forty five (45) days of the date on which the expense first appeared on the Card Member's statement and for which reimbursement to the Card Member has not been made by the University.
- 7) If the Card Member fails to pay the entire amount on their statement within forty five (45) days of statement date the University reserves the right to cancel the University's liability for the account balance. The Card Member becomes personally liable for the overdue charges and their credit rating will be impacted.
- 8) Lost or stolen cards must immediately reported to American Express Customer Service at 1 800 716 6661 and the Manager of Purchasing Services at 705 748 1217.

I understand and accept the above conditions concerning use of the Corporate American Express Card.

(Signature of Applicant)

(Date)