

STATE OF ARIZONA CORPORATE TRAVEL CARD CARDHOLDER AGREEMENT

I, _____, understand and agree that:

1. I hereby: authorize do not authorize (please check one) my agency to provide the Travel Card Program Contractor with my social security number. The Travel Card Program Contractor will utilize the social security number for the purpose of determining whether to issue me a Corporate Travel Card. Authorization is voluntary; however failure to authorize the disclosure may result in the Travel Card Program Contractor declining to issue a card.
2. My agency has access to review my account's expense detail reports provided by the Travel Card Program Contractor.
3. The Corporate Travel Card may be used to purchase airfare (if authorized by my agency's internal policies), lodging, car rental, other transportation charges, meals and incidental expenses, and other miscellaneous charges for travel on official business for the State of Arizona.
4. Purchases for authorized travel purposes while I am in travel status that would otherwise be permitted under State laws, rules or policies except for their exceeding maximum reimbursement or pre-approved limits may be made on the Corporate Travel Card, but are my sole responsibility. Examples of such purchases include but are not limited to an upgrade to a rental car or meals and incidental expenses or lodging in excess of maximum reimbursement rates.
5. The Corporate Travel Card shall not be used for any personal expenses that are not related to travel for the State of Arizona.
6. Delinquency charges incurred on the Corporate Travel Card are not eligible for reimbursement. Ample time is allowed to submit a complete and accurate Form GAO-503EZ (or its authorized equivalent), receive reimbursement, and make full payment to the Travel Card Program Contractor before delinquency charges are incurred. I understand that if I become delinquent on my account, the Travel Card Program Contractor reserves the right to conduct a full credit check and my account may be canceled.
7. If authorized by my agency, the Corporate Travel Card may be used to obtain a cash advance from an automated teller machine (ATM) for the purpose of paying for non-chargeable travel expenses while on official State business. Excess amounts withdrawn and not used while in travel status for State travel expenses are my sole responsibility.
8. ATM cash advance fees are only eligible for reimbursement when I use the Corporate Travel Card and I am in travel status overnight. The reimbursement of ATM cash advance fees is limited to once every five (5) business days while in travel status. The maximum amount that I may be reimbursed for ATM cash advance fees is \$8.00 per withdrawal.
9. I am liable for all charges incurred on the Corporate Travel Card and for making all payments on a timely basis. The State is not responsible for any collection costs incurred as a result of my non-payment. The State will only reimburse for allowable expenses upon receipt of a properly completed Form GAO-503EZ (or its authorized equivalent) and any required backup documentation. The State also reserves the right to pay the Travel Card Program Contractor directly for my valid State of Arizona travel expenses as opposed to reimbursing me for the charges.
10. If my Corporate Travel Card is revoked by the Travel Card Program Contractor due to my non-payment, I am not eligible to receive travel advances. Additionally, card reinstatement and any associated fees charged as a result are my sole responsibility.
11. The State is not responsible for resolving any billing disputes involving the Corporate Travel Card.
12. My Corporate Travel Card privileges may be canceled at any time by agency management, due to my misuse of the card, change in duties, termination of employment, or any other circumstances as determined by my agency.
13. Upon my resignation, retirement, transfer to another State agency or termination from State service, I will immediately surrender my Corporate Travel Card to my agency and discontinue all use of the card.
14. Any amounts unpaid on this account that become the liability of the State of Arizona upon my resignation, retirement or transfer to another State agency may be deducted from my wages, salaries or travel expense reimbursements due to me.

I have received, read and do understand and agree to comply with the State of Arizona Corporate Travel Card policies and procedures, and as applicable, my agency's Corporate Travel Card policies and procedures.

Employee's Signature

Date

Employee's Name (printed)

Employee's Phone Number

Billing Address

Agency Name

This employee is authorized by the undersigned to obtain a State of Arizona Corporate Travel Card.

Approving Official's Signature (must be on Form GAO-3)

Date

Approving Official's Name (printed)

Approving Official's Title