









within the stated guidelines of Travel Card Policies and Procedures manual. No personal credit is checked since the bill is paid directly by Pace University every month.

## 8. Application Process

### How to Apply

Travel cards are issued to employees who are approved for a card.

1. Complete Cardholder Account Setup Demographics Form on U.S. Bank Access Online.
2. A complete Cardholder Agreement Form must be submitted for each prospective Cardholder. This form must be signed by the Cardholder applicant and Business Representative and then forwarded to the Program Administrator.

### Cardholder Agreement

A Cardholder Agreement is required from each cardholder applicant. As part of the application process, an applicant will be expected to read it in full. By submitting the Cardholder Agreement the Cardholder Applicant and Business Representative agree to the terms and conditions of the Agreement. Make a copy of the **Cardholder Agreement** for your records.

### Online Training

All prospective Cardholders must complete online training to be eligible to receive a Travel Card. The online training webpage for training instructions and documentation can be found by clicking on the link below.

- [Business Card website](#)

## 9. Travel Card Security/Storage of the Card

The Travel Card has all the functionality of a Visa credit card. The Cardholder must maintain the Travel Card in a secure location at all times, preferably in their possession. The card should not be stored in a filing cabinet or desk. If the card is ever lost or stolen, it must be reported to U.S. Bank immediately, even on weekends or nights. Call 1-800-344-5696 to report a lost or stolen card 24 hours a day 7 days a week.

## 10. Travel Card Guidelines

The Cardholder is responsible for making purchases that are in compliance with all Pace University Policies and Procedures in place at the time of purchase.

1. Cards have a default limit per monthly cycle which has been established based on the type of Cardholder usage. The monthly credit limits will be \$5000 for both the Travel and Purchasing cards with the exception of the university recruiters and executive cardholders. A written request to the business card administrator for an alternate credit limit will be required for consideration and approval. In signing this authorization you are authorizing the standard credit limit and agreeing to responsibility for ensuring your















