

University of Maryland, College Park Diners Club Travel Card Member Agreement

I, _____, hereby request a University of Maryland, College Park, Diners Club Travel Card (Travel Card). As a condition of receiving and using the Travel Card, I agree to comply with the following terms and conditions:

1. I understand that I am being delegated the authority to purchase travel and hosting services on behalf of the University of Maryland, College Park using the Travel Card. I understand and agree that the Travel Card may be used, consistent with University and departmental policies and procedures, to purchase the following services: transportation, lodging, vehicle rental, meals and other authorized expenses related to a specific pre-approved trip or hosting activity. The Travel Card may not be used for retail or any other purposes whether personal or University-related.
2. I agree that all travel and hosting services purchased with the Travel Card will be made in accordance with all applicable laws and regulations, including, but not limited to, sponsored project terms and conditions, Maryland statutes, the Code of Maryland Regulations (COMAR), the Diners Club Travel Card Program Policies and Procedures, the University System of Maryland Travel Policy, the University of Maryland, College Park, Travel Policies and Procedures and departmental travel procedures. I understand that the failure to follow established procedures may result in disciplinary action(s) against me including loss of leave time, suspension and/or termination of employment, fines, garnished wages and/or criminal prosecution.
3. I agree to return the Travel Card immediately upon suspension and /or separation from the University (including resignation, termination and/or retirement) or upon reassignment to another University department or cost center. In addition, I agree to return the Travel Card immediately upon the request of my department head or designee. I acknowledge and agree that any failure to return the Travel Card pursuant to the requirements of this paragraph shall be cause for the imposition of disciplinary action(s) referred to in paragraph 2.
4. In the event the Travel Card is lost or stolen, I agree to notify Diners Club and the Travel Card Program within twenty-four (24) hours of notice of such event. Any failure to report the loss or theft of the Travel Card within twenty-four (24) hours of notice shall result in my being liable for any unauthorized charges. I also agree to notify Diners Club and the Travel Card Program upon notice of any unauthorized transactions on my Travel Card.
5. Except as otherwise provided herein, I understand and agree that I , and not the University, am solely liable for any unauthorized charges made to the Travel Card.
6. I understand and agree that charges and ATM withdrawals using the Travel Card constitute a cash advance to me from the University for the limited purpose of funding authorized trip and/or hosting expenses. I agree to provide the University with appropriate receipts for all my trip and/or hosting expenses. I also agree to reimburse the University within thirty (30) days of the conclusion of the related travel and/or hosting activity for any unused cash advances and unauthorized and/or unsubstantiated charges to the Travel Card . I understand and agree that the failure to reimburse the University within the thirty (30) day period shall result in the immediate cancellation of my Travel Card. In the event of a failure to reimburse the University for any unused cash advances and unauthorized and/or unsubstantiated charges within the thirty (30) day period, I also hereby authorize and agree that the University may recover any unpaid amounts due and owing by way of payroll deduction(s) from my payroll check. In the event my services to the University terminate prior to completion of any payroll deductions, I hereby acknowledge my obligation to the University for any unused cash advances and unauthorized and/or unsubstantiated charges to the Travel Card.

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		Date
Type or Print Name of Card Applicant		Card Applicant Signature
Card Applicant Phone (include area code)	Card Applicant E-mail Address	
DEPARTMENTAL AGREEMENT		
<p>I agree to establish a system to secure and retain receipts and other documentation in support of charges made to the Diners Club Travel Card on a monthly basis. I further agree that account numbers, trip numbers, and expense cost categories will be assigned to charges made to the Travel Card on a monthly basis using the Travel Card Management System Website. I understand that failure to comply with these requirements will result in the cancellation of Travel Cards. I acknowledge and agree that it is my responsibility to ensure compliance with paragraph 6 above and that any authorized exception to the thirty (30) day requirement shall be supported by written documentation, which shall be retained and available for inspection by the University and the Travel Card Program.</p>		
Print Name of Department Head		Departmental Head Signature
Department Name	Departmental Assignment of Default FRS Account	
Departmental Contact for Business Matters Related to the Card		
Name _____		
Phone (include area code) _____		
Fax (include area code) _____		
E-mail _____		

**Return to: University of Maryland, Department of Business Services, Travel Services,
2107 Patapsco Building, College Park, MD 20742-6711
travel@mercury.umd.edu
Phone: 301.405.0607**