



# Travel Card Application & Agreement

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You may submit your MIT Travel Card Application in two ways:

## 1. Digital Submission – Recommended

(Note: You will need Adobe Acrobat version 8.0 or higher. [Upgrade for free >>](#))

- Read Agreement
- Fill out the fields in Adobe Acrobat
- Digitally sign the document in Acrobat (pg. 3)  
-->Click on *digital signature field* and follow prompts
- Save document to your desktop
- Email saved document to your Administrative Officer or Primary Authorizer
- Administrative Officer/Primary Authorizer should click on the digital signature field on page 1 and follow the prompts.
- Administrative Officer/Primary Authorizer should save the signed document and email it to [travelsupport@mit.edu](mailto:travelsupport@mit.edu).

## 2. Hard Copy Submission

- Print
- Read Agreement
- Fill out fields
- Sign Applicant Signature field on page 2
- Send hard copy to Administrative Officer/Primary Authorizer
- Administrative Officer/Primary Authorizer should sign Signature Field on page 1.
- Administrative Officer/Primary Authorizer should send both pages of the completed form by mail to VPF Travel, NE49-4th floor, 600 Technology Square, Cambridge, MA 02139, or by fax to 617-258-5949.
- Scanned version of the form may be sent to [travelsupport@mit.edu](mailto:travelsupport@mit.edu)



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Name on the card: \_\_\_\_\_

First Middle Last

*(No more than 19 Characters)*

Cardholder Information:

Bldg/Rm #: \_\_\_\_\_

Mailing Address: E-mail Address: \_\_\_\_\_

Business Phone: \_\_\_\_\_

MIT ID #: \_\_\_\_\_

Monthly Limit: \$ 25,000

Additional notes for MIT Card Administrator:

**Travel Expenses** will be posted to the appropriate cost object after the expense report is submitted in the MIT online expense reporting system

Cost object: \_\_\_\_\_

**Note: The cost object must be a non-sponsored account.** If a transaction is not processed within 120 days from completion of trip, this **cost object** will be used to charge expenses

**Assignment of responsibility:**

(Administrative Officer/Primary Authorizer)

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_



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## Assignment of Delegate Access:

Would you like to designate anyone as an expense delegate for this travel card and for your Concur profile? Your expense delegates will have access to your Concur profile to submit, view, and edit travel card charges and expense reports. To delegate access, please list their full name and email below:

NAME	EMAIL
1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____
5. _____	_____

## Assignment of Reporting Rights:

Would you like any additional people to have reporting rights to the expenses charged to this travel card? Individuals with reporting rights will be able to view and reconcile charges made to this card. If you would like to give others reporting rights then please list their full name and email below:

NAME	EMAIL
1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____
5. _____	_____



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I, \_\_\_\_\_ (“Cardholder”), agree upon receipt of the Massachusetts Institute of Technology Travel Card to the following conditions regarding my use of the MIT Travel Card issued in my name.

1. I understand that by using the MIT Travel Card I will be making financial commitments on behalf of MIT and that MIT will be liable for all purchases made with the MIT Travel Card.
2. I understand it is in MIT’s interest to obtain the best value for MIT when making travel arrangements and/or services with the MIT Travel Card.
3. I agree to use the MIT Travel Card only for authorized business travel expenses and in the appropriate manner, as defined in the MIT Travel Policy. I understand that MIT and MIT-approved agents may monitor and audit my MIT Travel Card use at any time. I understand that if I make a personal purchase with the MIT Travel Card, I am required to reimburse MIT within 30 days of completion of a trip.
4. I agree to adhere to the specific expense reporting policies in the [MIT Travel Policy](#) and particularly to the revised Travel Card Policy (effective January 3, 2017) as summarized in [Section 2.03, Cardholder Reporting Responsibility](#), and detailed in [Section 5.03, Post Trip Expense Reporting](#), and am aware that failure to submit travel expense reports in a timely manner will lead to the suspension and eventual cancellation of the MIT Travel Card. I understand my responsibilities as a Traveler with regard to the specific reporting requirements set forth below:
  - a. Travelers must retain and submit original itemized receipts for all expenses in excess of \$75.
  - b. Receipts are required for all expenses that include the purchase of alcohol, no matter what the cost.
  - c. Travelers are required to submit a travel expense report via Concur, MIT's online expense reporting tool, within 30 days after the completion of a trip. Failure to submit a travel expense report more than 120 days following a trip will result in card suspension and if no travel expense report is filed at 150 days, the MIT Travel Card will be canceled.
5. If my MIT Travel Card is lost or stolen, I agree to contact VPF Travel and Card Services immediately at [travelsupport@mit.edu](mailto:travelsupport@mit.edu) or 617-253-8360 during business hours, or Bank of America at 888-449-2273 during non-business hours. I understand that my card will be replaced within 24 hours.
6. I have read these terms and will abide by all the requirements set forth herein.
7. By my signature below, I acknowledge that I have read and understand my obligations under this Agreement, and agree to be bound by its terms as a condition of use.

Applicant Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

Department: \_\_\_\_\_