

VANDERBILT UNIVERSITY MEDICAL CENTER

TRAVEL & ENTERTAINMENT CARD APPLICATION

CARD APPLICANT INFORMATION:

First Name <i>(will be printed on the card)</i>	Last Name <i>(will be printed on the card)</i>	() Business Phone Number
VUMCnet ID	E-Mail Address	Employee ID <i>(7 digits)</i>
Home Department Name <i>(will be printed on the card)</i>		Home Department Number

Check to confirm that your Concur profile has been completed

Check to confirm that eReceipts has been enabled in your Concur profile

Business Purpose for Card:

CREDIT LIMITS: Transaction Limit/Monthly Limit

Suggested Use:	Typical Traveler or Low-Volume Guest Travel Coordinator	High-Volume Traveler or Medium-Volume Guest Travel Coordinator	High Volume Guest Travel Coordinator
	<input type="checkbox"/> \$3,000/\$5,000	<input type="checkbox"/> \$5,500/\$10,000	<input type="checkbox"/> \$5,500/\$25,000

If limits higher than what is available above are needed please contact the payment cards team at vumcpaymentcards@vanderbilt.edu.

Additional Comments:

CARD APPLICANT SIGNATURE

Signature of Card Applicant	Date
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DEPARTMENT APPROVER

Approver Name (Please Print)	Approver Signature	Date
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PRIVILEGE APPROVER *(As defined in Privilege Management)*

Privilege Approver Name (Please Print)	Privilege Approver Signature	Date
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CONTACT INFORMATION *(Send approved application to address below)*

Payment Cards Team
1301 Medical Center Drive, TVC B706-A
Nashville, TN 37232-5336

tel: 615.322.4985
email: vumcpaymentcards@vanderbilt.edu

Payment Cards Team Use Only:

Application Processor Signature	Date	Application Reviewer Signature	Date
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**Vanderbilt University Medical Center Payment Cards
Travel & Entertainment Cardholder Agreement**

Participation in the Vanderbilt University Medical Center's (VUMC) credit card program is a convenience that also carries cardholder responsibilities. Although the card is issued in my name, it is considered VUMC property and must be used only for VUMC business. As a recipient of a VUMC Travel and Entertainment Card, I agree to the following terms and conditions:

1. The Travel & Entertainment Card is provided to employees based on their need to incur business-related travel purchases.
2. I will not share the card with others or make purchases on behalf of other VUMC employees with active Concur profiles.
3. I am responsible for keeping the card data (such as card number, expiration date, CVV code, and card signature) secure. I will immediately notify the Payment Cards Team of any loss or improper use of the card.
4. I have reviewed and understand the [VUMC Travel Policy](#), my school, division, and departmental policies. I am responsible for keeping informed of any changes to these policies as they relate to the use of the Travel & Entertainment Card.
5. I am responsible for reviewing, allocating, and expensing my transactions using the Concur Expense Reporting system within 30 days of the transaction date, unless anticipating an offsetting credit to the transaction or funding is provided by a restrictive source (e.g. federal grant).
6. I am responsible for contacting the Payment Cards Team to resolve any discrepancies. I am responsible for providing any requested documentation needed by the Payment Cards Team or card provider to resolve any issues.
7. I understand that all transaction documentation and reconciliations will be subject to audit by Finance and/or Internal Audit.
8. I will surrender the Travel & Entertainment Card to the VUMC's Payment Cards team or my immediate supervisor upon demand or upon my termination of employment with the VUMC.
9. I understand that the card will not be used for personal purposes or for any purpose that is not for the benefit of VUMC. If the VUMC determines the card was used for personal purposes in violation of the card use policy, I expressly authorize and permit the VUMC, at its discretion, to withhold or deduct some or all of the amount(s) charged to the card from any payment due to me from the VUMC, including but not limited to, my employment compensation or for any purpose whatsoever. I understand that any violation of the terms of this agreement may result in disciplinary or civil and criminal legal action, up to and including termination of employment. I understand that I will owe VUMC an amount equal to the total of any discrepancies, of the total amount of any personal gain, and/or of any fees related to the collection of such money. I understand that VUMC may elect to collect this money even if I am no longer employed by them.

I have completed my Concur profile, including turning on the 'eReceipts' capability, to enable me to properly expense T&E card transactions. I have also carefully read each of the foregoing ten (10) card usage conditions and I understand and agree to each condition.

Cardholder Signature

Cardholder Printed Name

Date