



## CORPORATE CARD CARDHOLDER AGREEMENT

I, \_\_\_\_\_ (please print), as the Cardholder, agree to the following conditions regarding use of the Tulane University JPMorgan Chase Corporate Travel & Entertainment Card (Corporate Card):

- 1) I understand that the Corporate Card is to be used only for **reimbursable** University business/travel and entertainment expenses. All required approvals must be obtained prior to traveling or entertainment. The University Travel Policy can be found at <http://www.som.tulane.edu/ResearchAdmin/travel.html>. I will contact my immediate supervisor for specific departmental requirements.
- 2) I understand that I must account for their card charges in Concur within 30 days of the charge. All transactions must be assigned to an expense report monthly. Charges for future events can be saved to Concur reports to be submitted in the future.
- 3) I understand that failure to observe deadlines will result in the suspension of my Corporate Card account.
- 4) I understand that the University will monitor and audit my use of the Corporate Card. I agree to provide information and records requested by the University for such audit.
- 5) I understand that should I make an unauthorized purchase with the Corporate Card, use the Corporate Card in an inappropriate manner, or fail to provide information or records in an audit of my use of the Card, I will be subject to disciplinary action including possible card cancellation and termination of employment at Tulane University.
- 6) I agree to return the Corporate Card to my Approving Supervisor immediately upon the request of the Corporate Card Program Administrator or upon termination of my employment at Tulane University.
- 7) I understand that there are no conditions under which I can approve my own travel and entertainment expenses.
- 8) I agree to follow the University's Corporate Card Travel and Entertainment (T&E) policies and procedures.

**My signature below indicates that I have read this agreement, understand it and agree to be bound by it for as long as I am a Corporate Card Cardholder at Tulane University.**

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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

Department Address: (Building) \_\_\_\_\_ (Room/Suite #) \_\_\_\_\_

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

Department Head: \_\_\_\_\_ Dept. Head Signature: \_\_\_\_\_

Please return original application packet including this Agreement, signed Cardholder Application and signed Dean, Director, Department Head Application Request to:

Phyllis Douglas or Yolanda Windsay  
Corp Card Admin, 8333 Maple St-UPT Purch  
[pdougl1@tulane.edu](mailto:pdougl1@tulane.edu) or [ywindsa@tulane.edu](mailto:ywindsa@tulane.edu)  
314-2675 or 314-7364