



UNIVERSITY OF CALIFORNIA, SANTA CRUZ
1156 High Street, Santa Cruz, CA 95064

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UCSC CORPORATE TRAVEL & ENTERTAINMENT CARD

The UCSC Corporate Travel & Entertainment card can be used to pay for business related travel and entertainment expenses. This is a University issued travel card and will be paid automatically by the University. Cardholders' can access and download their monthly statements on or about the 24th of each month. A cardholder then has 30 days to prepare post-travel paperwork (based on the monthly account charges), attach all relevant receipts, submit the Travel and Entertainment Reconciliation Form and credit card account statement to the department administrative team for approval. Once approved, the department's administrative team will email all paperwork to ctecard@ucsc.edu for processing. If the card is used to pay for University entertainment expenses, an approved Entertainment Reporting Addendum form must also be submitted with the completed paperwork.

Allowable Charges (Business Expenses Only)

Airfare
Airline baggage fees
Airport parking
Bridge tolls
Taxi, Uber, Lyft, etc.
Shuttle services
Train fares
Car/Van rental fees
Gas for rental cars and vans
Conference registration fees
Lodging expenses (Includes room, tax and required fees only)
Meals

The travel card may not be used to pay for the following expenses

Airlines upgrades and early check-in
Airline club fees
Gas purchased for a personal vehicle
Movies, optional resort fees and other lodging expenses of a personal nature
Personal meals (not on University travel status)
Alcohol purchased with Federal or State funds (19xxx)
Car/Van rental insurance fees

As with any University issued credit card, please immediately contact U.S. Bank if your card is lost, stolen or you see fraudulent charges on your monthly account statement. Should you have any questions, please contact Ivan Ditmars at iditmars@ucsc.edu or 831-459-3206.

Ed Moran
Director of Accounting Services

UCSC CORPORATE TRAVEL & ENTERTAINMENT CARDHOLDER AGREEMENT

Cardholder Agreement: (Please read before signing)

The CTE card may only be used in accordance with all relevant University policies and the cardholder agreement.

The CTE card can be used only for my UCSC business travel and entertainment expenses or for UCSC affiliated travelers that I am authorized to pay on behalf of. No personal charges of any kind are allowable and I am not permitted to loan or share my card information with others. Failure to comply with the requirements of the CTE card may result in disciplinary action and card cancellation.

I am responsible for ensuring that only valid business travel and entertainment expenses are charged to the CTE card. Any personal purchases accidentally charged to the card must be immediately reimbursed to the UC Regents.

I will provide reconciled monthly US Bank statements, with the Travel & Entertainment Reconciliation Form (TERF), all required receipts/documentation, and Entertainment Reporting Addendum forms, if needed, within 30 days of statement availability. I understand that failure to provide this information within 60 days of statement availability will result in suspension of my card and may be reported to Payroll as taxable compensation in accordance with UC travel policy timely submission requirements.

204 Submitted or on file. Note: If NOT on file, complete [Payee Setup 204 form](#)

Name:

Date:

Email:

Employee ID:

Department:

Phone Number:

Signature:

Monthly Limit:

In signing this agreement, I acknowledge receipt of, or submitted approved agreement to obtain a UCSC Corporate Travel & Entertainment Card. I will adhere to charging only allowable expenses defined by G-28 Travel and BUS-79 Entertainment Policies and submit a Travel and Entertainment Reconciliation Form every month the card is used.

Supervisor /Business Manager Agreement (Please read before signing)

My signature below verifies that I understand and agree to all of the following:

The CTE card is to be used for business travel and entertainment charges only. Failure to comply with the requirements of the CTE card may result in suspension of the CTE card, and possible disciplinary action against the cardholder.

If I learn that a CTE cardholder under my supervision has used a card inappropriately, I will immediately notify ctecard@ucsc.edu, take all necessary action to prevent future inappropriate use and assist in recovering any unauthorized or personal charges.

I will immediately contact ctecard@ucsc.edu when I learn that a cardholder has transferred to a different UCSC department or will no longer be employed by the University.

- Employee's Supervisor, Tier 2, and EEC budgetary approvers contact information
 - Supervisor contact: (name, phone, email, Division) Supervisor Signature
 - Tier 2 contact: (name, phone, email, Division) Tier 2 Signature
 - (Optional) EEC contact: (name, phone, email, Division) EEC Signature (NA if same as Tier2)
 - (Optional) Divisional PCA contact: (name, phone, email) Default FOAPAL for CTE Card

Contact & Reference Information

- General questions
 - Financial Policy and Controls Administration Manager, Ivan Ditmars (831-459-3206 or ctecard@ucsc.edu)

Please fill out form electronically and submit to ctecard@ucsc.edu DocuSign submissions submit to fadsfar@ucsc.edu