



UW-SUPERIOR PROCUREMENT CARD (PROCARD) TRAVEL APPROVAL

CARDHOLDER _____
(please print or type)

CARD NUMBER _____ (For Business Office Use)
Please enter last 4 digits of each card only

I accept the rules and regulations mandated by the University of Wisconsin – Superior, the University of Wisconsin System and the Wisconsin Department of Administration regarding the use of this card for travel related expenses.

I understand that I may only use the card for car rentals, airline tickets, travel agency fees, luggage fees, overnight, hotel, and airport parking, taxicabs, shuttles, buses and hotels. I understand the hotel bill may only include the room charge and any parking charges. I understand the car rental is for the State Rate for car rentals and I may also purchase gas for the car rentals. I understand that I may not use the card for any meals. I understand this card will be audited. I understand that if the card is lost or stolen, the cardholder must immediately notify US Bank at 800-344-5696 and the Campus Purchasing Card Coordinator, Laura Gregory, at 394-8383.

Signature of cardholder _____ Date _____

SITE MANAGER AGREEMENT FOR TRAVEL

I agree to be the Travel Site Manager for the above cardholder and card. I will establish and implement departmental procedures for administering the University Procurement card program for travel within the department in accordance with local and state rules and regulations. I understand that if the cost center associated with the card is not where the final expense will be placed I will process an expense transfer to move it to the appropriate cost center.

Printed Name _____ Signature of site manager _____ Date _____

ACCOUNT CUSTODIAN

I approve the issuance of a University Procurement card for travel to the above named employee and acknowledge the overall responsibility for the proper use of the card including verifying travel expenses on the pro card are not also claimed on a travel expense report.

Printed Name _____ Signature of account custodian. _____ Date _____

Travel Training is required prior to card being used for travel expenses.

Date training is scheduled for: _____ . (For Business Office Use)