



Brigham Young University-Hawaii
Purchasing and Travel Services

BAML Travel Card Application

Cardholder Information - *All fields are required for card to be processed*

First Name

Middle Initial

Last Name

Business Mailing Address: BYUH#1962 55-220 Kulanui St., Laie, HI 96762

BYUH Email Address (Email Address 1)

(_____) _____
Business Phone Number

Travel Card Information

Second Line of Embossing: BYU-Hawaii

BYUH TRV Corporate Users
Card Group (Department Name)

Card Limit Profile: 5/2/ALL Monthly Credit Limit: \$5,000 Single Transaction Limit: \$2,000

Cardholder/Approval Signatures

Signature of Applicant

Date

Director/Chairperson Name

Signature of Director/Chairperson

Date

Signature of Controller

Date

Signature of Materials Management Director

Date



Travel Card Program Cardholder Agreement

I _____ (“Cardholder”) am currently a Brigham Young University-Hawaii employee and agree to the following terms and conditions regarding my use of a credit card issued to me for approved university related travel expenses (“Travel Card”):

1. Cardholder understands and agrees that Cardholder’s use of a Travel Card may be revoked at any time and for any reason by the university’s Travel Services, and upon request for any reason Cardholder will immediately surrender the Travel Card to Travel Services upon such request. Cardholder further agrees that upon Cardholder’s termination of employment or retirement from BYU-Hawaii whether voluntary or involuntary, any Travel Cards issued in Cardholder’s name will no longer be used and will be immediately surrendered to Travel Services.
2. Cardholder agrees to only use the Travel Card for authorized university related travel expenses.
3. Cardholder understands and agrees that Cardholder is the only person authorized to use the Travel Card, and will make every effort to safeguard the Travel Card and prevent it from being lost, stolen or used by any other person or entity.
4. In the event that the Travel Card is lost or stolen, Cardholder agrees to immediately report it to BAML Customer Service at 888-449-2273 OR 509-353-6656 (for collect calls originating outside the United States) and to BYU-Hawaii Travel Services at 808-675-3951.
5. Cardholder understands and agrees that should the Travel Card be used contrary to the terms of this Agreement, Cardholder will be subject to disciplinary action, including potential termination of employment.
6. Cardholder further agrees that Cardholder will indemnify BYU-Hawaii against any misuse of the Travel Card by Cardholder or by any to whom Cardholder allowed use of the Travel Card, including without limitation, reimbursement of any charges contrary to the terms of this Agreement and paying any costs and attorney’s fees arising from such misuse of the Travel Card.

My signature below indicates that I have read this agreement, understand it and agree to be bound by it.

Cardholder Signature: _____

Date: _____