

TRAVEL CHARGE CARD APPLICATION

WASHINGTON STATE UNIVERSITY
TRAVEL SERVICES
PO BOX 641025
PULLMAN, WA 99164-1025

See 95.03.

EMPLOYEE INFORMATION

EMPLOYEE LAST NAME	MI	FIRST NAME	E-MAIL ADDRESS	
HOME ADDRESS		CITY	STATE	ZIP CODE
HOME TELEPHONE NUMBER	LAST FOUR DIGITS OF SOCIAL SECURITY NO.*	FIRST FOUR LETTERS OF MOTHER'S MAIDEN NAME**	WSU ID NUMBER	DATE OF BIRTH

* Submission of a social security number is not mandatory and the travel charge card is not required to travel on University business. However, the issuing bank requires a social security number to process the request to obtain the card. If you wish to apply for a travel charge card, WSU will use your social security number for only that purpose.

** If mother's maiden name is less than four letters, enter the entire name. Travel Services adds a number "1" to the end of the name so that the field data includes four characters.

DEPARTMENTAL INFORMATION

DEPARTMENT NAME	DEPT. ORG. NO.	
SUPERVISOR NAME	SUPERVISOR E-MAIL ADDRESS	
DEPARTMENT ADDRESS	MAIL CODE	TELEPHONE
CITY	STATE	ZIP CODE

APPROVALS AND SIGNATURES

I accept the Corporate Travel Charge card under the following conditions:

- The individual account is to be used only for Washington State University travel-related expenses, such as meals, registrations, hotels, car rentals, taxis, airfare, and so forth. **The card is not to be used for personal purposes.**
- The individual cardholder is personally responsible for paying all charges on the card. All statements are sent to the cardholder's home address.
- Monthly statement charges are due in full by the next billing statement. The account is not a revolving credit account. It does not permit partial payment.
- The last four digits of the applicant's social security number is required to obtain a card. In the event WSU elects to contract with a different card vendor, all information provided to the old vendor by cardholders, including social security numbers, will be transferred to the new vendor confidentially using secure methods.
- Upon termination of WSU employment, the card must be returned to the Travel Card Administrator and the balance paid in full.

APPLICANT SIGNATURE	DATE	
SUPERVISOR SIGNATURE	SUPERVISOR TITLE	DATE