



UNIVERSITY OF WASHINGTON
TRAVEL CARD APPLICATION
US 01745

UW CTS
 Box 351120
 206-543-5252

CARD DATA

Card data to be completed ONLINE by card applicant. Hand-written entries will not be accepted.

First Name	Middle Initial	Last Name	Mother's Maiden Name/Password
Home Street Address	City	State	Birth Date (mm/dd/yyyy)
Zip Code	Country	Country of Citizenship	Social Security Number <small>*SSN is requested by JPMorgan Chase.</small>
Business Phone	UW Employee ID No.	UW NetID	UW Email Address

TRAVEL CARD CONDITIONS

I accept the Individual UW Travel Card under the following conditions:

- The card must be used only for University of Washington business related and travel expenses as described in card policies <http://f2.washington.edu/fm/ps/corporate-travel-services/individual-travel-cards/rules-regulations>.
- The card is **NOT** to be used for personal charges.
- Cardholder is personally liable for paying all charges on the card.
- Monthly statement charges are due in fully by the next billing statement.
- All reimbursement money must be used to pay for charges in full.
- Upon closing of the account for any reason the balance on the account must be paid in full immediately.

By using this card I do so with the understanding and under the conditions described above and as set forth in the full University of Washington Travel Card Policy at <http://f2.washington.edu/fm/ps/corporate-travel-services/individual-travel-cards/rules-regulations>. Therefore, I expressly permit the U of W to deduct from my paycheck any amount delinquent on my UW Travel Card.

Applicant Signature _____ Date _____

APPROVAL

Department Administrator approval is required.

Department Administrator Print Name _____	Department Budget _____ <small>*Budget number will be charged if the cardholder do not pay their Travel Card statement balance</small>
Department Administrator Signature _____	Date _____

FOR TRAVEL CARD OFFICE USE ONLY

UW Travel Card Administrator Signature _____ Date _____

Please send completed form to: UW CTS Office Box 351120 or Fax to: 206-221-2454