



## CORPORATE/TRAVEL CARD APPLICATION

University of Wisconsin - Madison  
Updated 06/11/2007

### Section A – Employee Applicant Information

|  |                                |  |
|--|--------------------------------|--|
| First Name   | Middle Initial                 | Last Name  |
| Division/Department  |                                | Social Security Number - For Verification Purposes |
| Preferred Billing Address<br><input type="checkbox"/> Business <input type="checkbox"/> Home |                                |  |
| Business Mailing Address   |                                |  |
| City   | State                          | ZIP Code   |
| Home Address - Street  |                                |  |
| City   | State                          | ZIP Code   |
| Area Code - Home Telephone   | Area Code - Business Telephone | Employee Number (If Applicable)                    |

### Section B – Employee Understanding/Signature

UW-Authorized Traveler Applicant requests that he/she be issued a U.S. Bank Visa Corporate Card. U.S. Bank may obtain credit information concerning Employee Applicant for the sole purpose of issuance, renewal and/or replacement of the U.S. Bank Corporate Card. In consideration of this issuance and the use of the U.S. Bank Corporate Card, the Employee Applicant agrees to be bound by the U.S. Bank Corporate Cardholder Agreement as amended by U.S. Bank from time to time, for all charges incurred by the use of the card or the related account. Creditor is U.S. Bank National Association ND.

I, the undersigned UW-Authorized Traveler, understand that this card is to be used for expenses related to official State of Wisconsin business only and that I am totally responsible and liable for all expenses charged to the card. The Travel Card may not be used for personal expenses. I understand and acknowledge that payment is due in full to U.S. Bank upon receipt of the statement and it is my responsibility to cancel the card upon my departure from the University. I further understand that if I fail to pay U.S. Bank for all undisputed charges, my card will be permanently cancelled. I have read, understand and agree to abide by the policies and procedures set forth in the Travel Card Policies and Procedures Manual found at: <http://www.bussvc.wisc.edu/acct/TEWeb/travel/ccredit.html>.

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(UW-Authorized Traveler Applicant Signature/Date)

Please return this application to the University of Wisconsin – Madison Travel Card Program Administrator, 21 N Park St., Suite 5301, Madison, WI 53706. The Travel Card Program Administrator will complete the last section and forward it to U.S. Bank. Your U.S. Bank Corporate Card will be mailed to you within 7-10 days following the receipt of your application.

### Section C – Company information

University of Wisconsin – Madison  
21 N Park St., Suite 5301  
Madison, WI 53706

The above named applicant is an employee of the University of Wisconsin – Madison.

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(Company Program Administrator Signature/Date)