

A significant number of employees throughout the University have requested that the University consider paying for business travel expenses directly in lieu of employees seeking reimbursement for expenses they've paid. The University has developed a new option for paying business travel expenses that balances the convenience of direct payment by the University with need to avoid paying extra and personal expenses.

Employees may now request a University-issued and University-paid credit card that can be used to pay for authorized business travel expenses. The University will allow employees to use this more convenient method for paying business travel expenses if they to adhere to the following terms and requirements. Any employee who fails to follow these requirements will lose the option of using a University-paid credit card to pay business travel expenses and may be subject to additional disciplinary and collection action.

AGREEMENT

Use of the card

- 1.) I understand this card is University of Oregon (referred to as “**UO**”) property, and I will be making financial commitments for travel-related expenses on behalf of UO when using this card. I agree that I will only use this card for UO business travel expenses.
- 2.) I agree that I will not use this card for any personal, unauthorized, illegal, or otherwise improper expenses. This includes any use on behalf of any other person. I understand that any misuse of this card will result in cancellation of this card and may result in collection and disciplinary action, up to and including termination of my employment.

Personal liability for unauthorized expenses

- 3.) I agree that I am personally liable for all personal, unauthorized, illegal, or otherwise improper expenses charged by me and paid by UO (referred to as “**unauthorized charges**”), including any fees arising from these expenses. This includes administrative fees, finance charges, or other fees (referred to as “**fees**”) related to unauthorized charges.
- 4.) I authorize UO to collect and recover all unauthorized charges and fees from me through any method described in this agreement.

University collection of unauthorized expenses

- 5.) I agree to repay all unauthorized charges and fees to UO by personal check within 120 days of incurring these expenses.
- 6.) If I have not repaid unauthorized charges and fees within 120 days of incurring these expenses, I authorize UO to recover all unauthorized charges and fees through an automatic payroll deduction. I understand that any payroll deduction will be made on an after-tax basis.
- 7.) I understand that UO will only recover unauthorized charges and fees through a payroll deduction to the extent allowed by law. If UO is not permitted make a payroll deduction or if a deduction cannot fully reimburse UO, I understand that UO may take legal action to collect unauthorized charges and fees. If UO is required to take legal action to recover unauthorized charges and fees, I agree to pay UO's expenses, including attorney's fees, incurred in its collection efforts.

Expense reports and documentation

- 8.) I agree to review my expenses after each business trip and submit an expense report within the required period established by UO travel policy. I agree to complete my expense reports in accordance with the UO travel reimbursement process.

9.) I agree that each expense report must be accompanied by documentation for each business travel expense to the extent and in the manner required by UO travel policy. I understand that all travel expenses that are not documented in accordance with UO travel policy must be considered personal expenses.

University review of card records and charges

10.) I understand UO may review the use and records of this card at any time. I understand that I have no expectation of privacy concerning any use of this card, including all charges incurred. I agree to cooperate with any review of the records and charges associated with this card.

Terminating use of the card

11.) I agree to return this card immediately upon request by an authorized UO representative or upon termination of my employment.

12.) I understand that I may revoke this agreement at any time by providing written notice to my immediate supervisor. If I revoke this agreement, I will stop using the card and immediately return it to the card administrator along with a copy of the notice.

13.) I understand and agree that I am personally liable for any unauthorized charges or fees incurred prior to my revocation and return of the card.

14.) I promise to immediately notify the card administrator upon discovering this card has been lost, misused, or stolen or if this card has been the subject of fraud, unauthorized use, or misuse. I agree to cooperate with any investigation concerning the loss, theft, or suspected misuse of this card.