

The University of Texas at Austin
Travel Credit Card Program Authorization Agreement

Card Type: **Hotel Conference/Meeting Card** – University Liability Program

It is the responsibility of the Hotel Conference/Meeting credit card holder to ensure proper use of the card and ensure 30-day prompt payment to Citibank. Citibank will suspend accounts that are 60 days past due and will permanently close accounts that are 90 days past due.

I understand that this credit card program is for departments that host (non-departmental) external conferences/meetings and for the hotel expenses of official visitors.

The State of Texas Comptroller's Office requires that Merchant Code Category groups be established for all credit card programs. The purchases that are allowed include:

- Lodging establishments
- Bus lines, charters, tour buses
- Grocery stores, supermarkets
- Bakeries
- Caterers
- Restaurants

By signing this agreement, I agree that I understand the proper use of this departmental Hotel Conference/Meeting card. If the card is lost or stolen, I must immediately notify Citibank by calling 1-800-248-4553. I must also contact the university's Travel Management Services office at tms@austin.utexas.edu. Losses incurred before notification of a lost card must be paid by the department.

Should a cardholder terminate employment, the Travel Management Services office must be notified at tms@austin.utexas.edu and the card destroyed.

As a holder of a Hotel Conference/Meeting card, I agree to accept responsibility for the protection and proper use of the card. I understand that Citibank will send monthly billing statements to the cardholder's department for manual reconciliation (all receipts are required per Payment Services-Travel payment rules).

Cardholder Signature: _____ Date: _____

Cardholder Printed Name: _____

Card Type: Hotel Conference/Event Card – Department Liability Program

Please initial each statement

_____ I understand that it is my responsibility as the cardholder to keep all receipts and turn them in, in a timely manner.

_____ I understand if my credit card statement has not been paid, and payment has not been posted to my Citibank account, within 60 days of the payment due date, my card will be suspended. Citibank will not reopen an account until the payment posts.

_____ I understand if my account is 90 days past due, my account will be closed permanently and I will have to reapply for a new card.

_____ I understand that this credit card program is for HOTEL CONFERENCE/MEETING CARD expenses only.

_____ I understand airfare cannot be placed on this card.

_____ I understand that as the cardholder, I will need to activate my card once I receive it from Travel Management Services.

_____ I understand that as the cardholder, I must create a unique PIN when activating my card.

_____ If my card is lost or stolen, I will notify Citibank or Travel Management Services immediately. Any losses incurred by not notifying the Citibank and Travel Management Services, my department is responsible for paying.

_____ I understand Travel Management Services cannot lift fraud suspension on my account. As the cardholder I must call Citibank to discuss the charges.

_____ If I terminate employment or secure a position in another department, I must notify Travel Management Services to have the card canceled and reapply for a new card under the new department.

_____ I understand if the card is no longer needed, i.e. was needed just for a short period of time, I must contact Travel Management Services to cancel the account. The accounts do not automatically close.

_____ If the card is being used internationally, I understand that I must notify Travel Management Services with my travel dates and destinations, prior to departure.

_____ I have read and understand each statement above and have read and understand the Hotel Conference/Meeting Cardholder Agreement form.

**Please return this page with your application materials to Travel Management Services,
TMS@austin.utexas.edu.**

**The University of Texas at Austin
Citi Hotel/Conference Credit Card Application**

Name on Card: _____

Contact Phone: _____ Contact email: _____

Department/School: _____

Department U.S. mailing address: _____

Campus Mail Code: _____

Credit limit amount: _____

Personal access code (four numerical digits): _____

Personal access code is a four-digit code that the cardholder provides in order to discuss account information with Citi.

Pick your preferred card delivery option:

- Campus Mail. Campus Mail code: _____
Or

- FedEx
Department FedEx Account # _____ *Required*
Delivery Address if different from Department:

Department Contact Email: Required _____

Phone: _____

Department Business Officer/ Finance Director: Required

Signature: _____ Date: _____

Print or Type Name: _____

Email: _____

Chief Business Officer for your College, School or Portfolio, CUBO: Required

Signature: _____ Date: _____

Print or Type Name: _____

Chief Business Officer is a CUBO members: <https://financials.utexas.edu/cubo/members>

Please return both completed forms to Travel Management Services, TMS@austin.utexas.edu

Citibank card FAQ

Does this card go on my credit?

- No, these cards are department liability cards and do not affect the cardholder's credit score nor is a credit report run by Citibank.

My card is being declined, what do I do?

- First, call Citibank to ensure there is not a fraud block on the card. This typically happens with large purchases or multiple card swipes at a gas station.
- Citibank will ask for your four digit employee ID number or the last four numbers of your SSN (UT Austin does not use any form of your SSN), this is the four digit access code found on the green paper inside the envelope when you picked up your card.
- If the Citibank representative is unable to process your request, please call our office at 471-6641 or email tms@austin.utexas.edu during business hours and we can assist you.

Can I increase the credit limit?

- The credit limits can be increased by Travel Management Services only. Please email the details of your request to TMS@austin.utexas.edu.

How do I make the payment?

- Once you have received the credit card statement, you or your department administrative staff, will create a VP2 to make the payment.
- Citibank's VID is:
 - ✓ Normal Payments: U.S. Mail
VID: 2949qevy Mail code: 043
 - ✓ Overnight Payments (FedEx or UPS)
VID: 2949qevy Mail code: 042
Attn: Payment Processing Center 78025
1820 E. Sky Harbor Circle South STE 150
Phoenix, AZ 85034
- Mark "X" for separate check.
- Make sure to include the cardholder's name and last **six** digits of the card number in the Voucher Description and 1st line of the Comments section.
- Please contact the Office of Accounting Travel Services with any further questions regarding payment processing.
- Departments/cardholders are responsible for following UT Austin procurement, contracting, and the Office of Accounting travel policy.

Miscellaneous

- Citi and Travel Management Services are not responsible for the reconciliation of the Citi cards. These are department liability accounts and reconciliation must be done at the department level.
- As a cardholder, you can access your statements online by registering on citimanager.com/login. Cardholder can authorize another individual access to their billing statements through their Citi Manager account.
If you have any issues with logging in, please call the number located on the back of your card.
- Travel Management can no longer activate the Citibank cards as they now have PIN technology. The cardholder must call to activate their card, giving the four digit access code and create their unique PIN.