



Finance & Administration Division, Controller's Office

PNC Bank Corporate Travel Card Program - Cardholder Agreement

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*PRINTED Cardholder Name (as it appears on Travel Card)**Last 4 digits of Card #*

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*RIT Email address**RIT Phone extension*

- Card:** I have received the PNC Bank Corporate Travel card issued to me through Rochester Institute of Technology and imprinted as stated above.

By accepting the Corporate Travel card, I acknowledge and agree to the following terms and conditions:

- The PNC Bank Corporate Travel Card may be used for approved RIT business travel and hospitality only. The card may not be used to pay for personal expenses.
- I am responsible to pay for all charges made to my PNC Bank Corporate Travel Card; I will remit payment directly to PNC Bank.
- Full payment is due on the date specified in the monthly PNC Bank billing statement. Failure to remit timely payment in full may result in suspension of my card privileges or card cancellation by PNC Bank. I understand that my personal credit history will be affected by late payments and/or failure to pay all amounts due including late charges.
- RIT will not reimburse me for any delinquency or interest charges assessed against my account.
- I am familiar with RIT's travel policies and procedures and agree to use the card in full compliance with its terms. The RIT Travel Policy and Procedure Manual is available on the Controller's Office website at https://finweb.rit.edu/controller/content/travel_book.html.
- I will surrender my card to the Controller's Office upon termination of my employment, or if required by the University or PNC Bank.
- The RIT Controller's Office will receive management information reports related to the account activity of all corporate cards and may follow-up with cardholders regarding card activity and past due payments.
- All card transactions are subject to review and/or audit to ensure compliance with internal and external policies.
- Inappropriate or fraudulent use of the RIT PNC Bank Corporate Travel Card may result in disciplinary action, up to and including suspension of my card privileges, termination of my employment from RIT and possible legal action.

Please acknowledge your review and acceptance of the Cardholder Agreement by signing below.

I understand and agree to adhere to the terms and conditions for use of the RIT PNC Bank Travel Card.

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Employee Signature

Date