



Department Travel Card Sign Out Receipt

I hereby acknowledge receipt of the U.S. Bank VISA Department Travel Card for non-employee travel.

Name of Department: (as it appears on card)	
Last 4 digits of account #:	XXXX-XXXX-XXXX-____ _ _ _ _

In consideration of the use of the Department Travel Card, I agree to:

- Abide by the travel policies and procedures in the Amherst campus *Travel Policy and Procedures Manual* [www.umass.edu/aco/ss/travel/manual/].
- Submit receipts promptly, within one week of incurring expenses, to my department's Responsible Person.
- Use this card for non-employee business and travel expenses only, with the exception of faculty or staff traveling with a group of students/non-employees. In these instances, faculty and staff travel may be purchased on the Department Travel Card with the group travel. Non-employee travel can include: faculty/staff searches, graduate student recruiting, student groups, guest speakers, and non-employee collaborators. Allowable expenses include airfares, meals, hotels, conference registrations, ground transportation, fuel, and other travel-related business expenses, such as for off site events.
- Not use this card for personal expenses or to purchase commodities.
- Return this card to the Responsible Person *immediately* upon my return from travel, and/or termination of employment, and/or upon the request of my department's Responsible Person, and/or UMass Travel Program Administrator and/or Dean, Director, or Department Head.

I have read, understood, and agreed to the above terms and conditions. I understand that my failure to adhere to these procedures constitutes misuse of University property and may result in the revocation of use of the Department Travel Card and/or University sanctions.

	Sign-Out Date	Signature	Return Date	Signature
Employee				
Responsible Person				