

**TEXAS WORKFORCE COMMISSION
INDIVIDUAL TRAVEL CORPORATE CARD AGREEMENT**

Please read the following rules governing usage of the State of Texas individual Travel Corporate Credit Card.

- I understand this card is to be used for TWC/State of Texas business **travel** charges only and **is not for personal use**. Use of the card for charges other than official state travel business is a direct violation of the State's contract with JP Morgan Chase, Ethics Commission Advisory Opinion No. 147, and 1 TAC, Section 125.9 and is a misapplication of the state-issued card.
- I understand that any misuse of the state-issued card may result in cancellation of the card and I will be subject to corrective or disciplinary action, up to and including termination from employment. Unallowable expenses include, but are not limited to the following:
 - Meals and beverages while traveler is at official designated headquarters*
 - Video purchases/rental
 - Clothing, boots, shoes, accessories
 - Alcohol, tobacco and firearms
 - Prescriptions and over the counter medication
 - Tires, automotive repairs and maintenance for personal vehicle (including motorcycles/bikes)
 - Gasoline charges for personal vehicle when not in travel status
 - Computer online fees/charges
 - Direct marketing fees/charges
 - Personal gifts
 - Department store charges for personal items
 - Cell phone accessories
 - Books and magazines
 - Household products, goods and decorations
 - Business supplies (even if in travel status)

**Designated headquarters means the area within the boundaries of the incorporated municipality in which a state employee's place of employment is located. If an employee's place of employment is located within an unincorporated area, then the area within a five-mile radius of the place of employment is the employee's designated headquarters. If an incorporated municipality or an unincorporated area is completely surrounded by the incorporated municipality in which an employee's place of employment is located, then the employee's designated headquarters includes the surrounded municipality or area.*

- I understand that all charges resulting from use of the card are my sole responsibility and I am required to pay the account timely. Further, I understand that if my account becomes 60 days past due, my card may be cancelled. Cancellation of the card, for any reason, does not relieve me of the responsibility for payment of the charges and delinquency assessments.

**TEXAS WORKFORCE COMMISSION
INDIVIDUAL TRAVEL CORPORATE CARD AGREEMENT**

- I understand that once I receive the card, I am ineligible for travel advances unless the establishments at the business destination do not accept the corporate charge card. Further, I understand that if my card is suspended or canceled for misuse or nonpayment, I will not be eligible for travel advances for the duration of my employment at TWC.
- I understand that if an emergency situation occurs (lost luggage, automotive repairs) relating to TWC business, while away from designated headquarters, that requires use of the card, I must notify my supervisor in writing of the charges and provide an explanation of the situation.
- I understand that TWC may request a copy of my corporate card statement/s and receipts to verify card usage at any time.
- I understand that the executive director, division director, and my direct supervisor will be notified in writing of any apparent misuse or delinquency on my individual corporate card account. I also understand that any proven misuse of the card may be reflected in my next scheduled performance review and documented in my TWC personnel file.
- I understand that this signed agreement becomes legally binding and will become part of my personnel file with TWC.

I understand the above-stated policies, regulations and penalties for using a State of Texas individual corporate travel charge card and agree to abide by them.

Signature of Applicant Date

Supervisor's Signature Date

Printed Name of Applicant

Printed Name of Supervisor

Printed Name of Division

Printed Name of Division Director

mc: Personnel File