



THE UNIVERSITY OF HOUSTON
CARDHOLDER APPLICATION/APPROVAL FORM FOR

LOCAL DEPARTMENT AND MULTIPLE USER TRAVEL CARD

Department Information

College/Division: _____ Department: _____

Card Information

Type of Card Requested: Local Department Travel Card _____
Multiple User Travel Card _____ Number of Multiple User Cards _____

Monthly \$ Limit: _____ (Required)

Default Cost Center (Local Fund) BU _____ Fund _____ Dept. ID _____ Program _____ Project _____ (Required)

Custodian Information

List up to three persons who are authorized to use this card.

Primary Custodian: _____ Employee ID: _____ **Primary Custodian**
Work Phone: _____
Additional Custodian: _____ Employee ID: _____
Mobile Number: _____

Additional Custodian: _____ Employee ID: _____

Note: Custodians should sign up for on-line Travel Card Cardholder training at the time the application is submitted. Travel Card will not be available until all custodians successfully complete the training session. Custodians are required to complete this training annually.

Business Contact Information

List Business Contacts responsible for SDCL entries and processing Expense Reports.

Name: _____ Employee ID: _____
Name: _____ Employee ID: _____
Name: _____ Employee ID: _____

Note: Business Contacts should sign up for on-line Travel Card Business Office training at the time the application is submitted, unless they have taken the training within the past year. Business Contacts must complete this training annually. Custodians who are also Business Contacts are only required to complete the Business Office training.

Approvals

Primary Custodian Signature: _____ Date: _____
Additional Custodian Signature: _____ Date: _____
Additional Custodian Signature: _____ Date: _____
College/Division Admin. Signature: _____ Date: _____

Employees in job positions authorized to use Travel Cards are considered to be in security-sensitive positions, as defined by Texas Education Code §51.215 and Texas Government Code §411.094. Travel Card applicants must complete an Authorization for Criminal History Investigation form (<https://www.uh.edu/human-resources/talent-acquisition/chri/index.php>). HR will notify the department of the result via e-mail. The HR e-mail authorizing the applicant to receive a Travel Card should be forwarded by e-mail to the Travel Card Program Coordinator in AP, along with this application. If the applicant previously completed this form within the past six (6) months, the previous e-mail notification from HR with the background check result for the applicant should be e-mailed to the Travel Card Program Coordinator in AP, along with this application.

E-mail the required information to AP Travel at aptravel@uh.edu