



## MY CORPORATE/TRAVEL CARD APPLICATION

University of Wisconsin - Madison

### Section A – Employee Applicant Information

First Name	Middle Initial	Last Name
Social Security Number - For Verification Purposes		
Preferred Billing Address <input type="checkbox"/> Business <input type="checkbox"/> Home		
Business Mailing Address		
City	State	ZIP Code
Home Address - Street		
City	State	ZIP Code
Area Code - Home Telephone	Area Code - Business Telephone	Employee Number (If Applicable)

### Section B – Employee Understanding/Signature

Employee Applicant requests that he/she be issued a U.S. Bank Visa Corporate Card. U.S. Bank may obtain credit information concerning Employee Applicant for the sole purpose of issuance, renewal and/or replacement of the U.S. Bank Corporate Card. In consideration of this issuance and the use of the U.S. Bank Corporate Card, the Employee Applicant agrees to be bound by the U.S. Bank Corporate Cardholder Agreement accompanying the card, as amended by U.S. Bank from time to time, for all charges incurred by the use of the card or the related account. Creditor is U.S. Bank National Association ND.

I, the undersigned employee, understand that this card is to be used for expenses related to official State of Wisconsin business only and that I am totally responsible and liable for all expenses charged to the card. The My Corporate Card may not be used for personal expenses. I understand and acknowledge that payment is due in full to U.S. Bank upon receipt of the statement. I further understand that if I fail to pay U.S. Bank for all undisputed charges, my card will be permanently cancelled. I have read and understand the policies and procedures set forth in the My Corporate Card Policies and Procedures Manual found at: <http://www.bussvc.wisc.edu/acct/travel/tabmycorporatecard.html>.

\_\_\_\_\_  
(Employee Applicant Signature/Date)

\_\_\_\_\_  
(Approving Manager Signature/Date)

Please return this application to the University of Wisconsin – Madison Travel Card Program Administrator, 21 N. Park Street, Suite 5301, Madison, WI 53715. The Travel Card Program Administrator will complete the last section and forward it to U.S. Bank. Your U.S. Bank Corporate Card will be mailed to you within 7-10 days following the receipt of your application.

### Section C – Company information

University of Wisconsin – Madison  
21 N. Park Street, Suite 5301  
Madison, WI 53715

The above named applicant is an employee of the University of Wisconsin – Madison.

\_\_\_\_\_  
(Company Program Administrator Signature/Date)