



USbank VISA APPLICATION

State travel management rules require all regular full-time employees who travel on a regular basis (at least once per year) to use the USbank VISA card generally for all travel expenses. Specifically, it must be used for rental cars (to provide collision, damage and loss protection) and travel advances. The grace period is two billing cycles (two months) before late charges are assessed. No annual fees or credit checks apply. The card may only be used for official university business travel. Non-employees are not eligible. Temporary and/or part-time employees may obtain a card if the need is adequately justified and approved by the employee's supervisor and The University Controller's office.

Directions:

Please complete the rest of the University application below, and complete the Employee Applicant Information and Employee Understanding/Signature on the Usbank Visa application -- be sure the employee's departmental supervisor signs the approving manager signature/date as well.

Please print the following.

Applicant Name: _____

Departmental Supervisor Name: _____

Department Name: CEMML

Departmental Contact Name: Angela Thompson, CEMML Director of Human Resources

Applicant is a:

Regular, full-time employee

Part-time employee

Temporary employee

If employee is part-time and/or temporary, please provide further explanation of the need for a USbank VISA card below:

Applicant needs ATM/Cash Advance option:

Yes

No

Business reason why this applicant needs an ATM/cash advance option:

Not all business purchases can be made with a credit card.

