



# Corporate Travel Card Application

## Employee Applicant Information

Please print or type.

First Name:	Middle Initial:	Last Name:
SSN:	D.O.B:	Estimated monthly travel expenses: \$ _____
Billing Address: <b>HOME ADDRESS MUST BE USED</b>		
Street:		
City:	State:	Zip Code:
Work Phone:	Home Phone:	Employee #: OR _____
Work location (Branch name/addr):		

## Company Information

This section is to be completed by the authorized Agency Travel Card Coordinator.

Agency Name:			
Agency Address - Street:			
City:	State:	Zip Code:	
US Bank assigned - Agent #:	Company #:	Division #:	Department #:
Reporting/FirstTrac <sup>SM</sup>			
Agency Travel Card Coordinator Signature: _____			

## Employee Understanding / Signature

Employee Applicant requests the issuance of a US Bank Visa® Corporate Card. US Bank may obtain credit information concerning the employee for the sole purpose of issuance, renewal and replacement of the U.S. Bank Corporate Card. The employee agrees to be bound by the US Bank Corporate Cardholder Agreement that comes with the card in the mail, as amended by US Bank from time to time, for all charges incurred by the use of the card and the related account. Creditor is US Bank National Association ND.

Employee Applicant understands that this card is to be used for business travel only and that the employee is totally responsible and liable for all expenses charged to the account. The employee understands and acknowledges that full payment is due to US Bank upon receipt of the statement. The employee further understands that failure to pay US Bank for all undisputed charges will result in permanent cancellation of the card.

Employee Signature / Date: \_\_\_\_\_ / \_\_\_\_/\_\_\_\_/\_\_\_\_

Authorizing Manager Signature / Date: \_\_\_\_\_ / \_\_\_\_/\_\_\_\_/\_\_\_\_

If approved, your US Bank Visa Corporate Card will be mailed to your home address within 7 - 10 business days following the receipt of your application.

Unless otherwise instructed, please return this application and the State of Oregon Corporate Travel Card Agreement form to your manager for approval. After approving the request, management submits both forms to the Agency Travel Card Coordinator for processing.