



## Cardholder Responsibilities

The Commonwealth of Pennsylvania USBank corporate travel card offers you a convenient, efficient way to arrange and pay for business-related travel. All employees who travel are encouraged to sign up for corporate cards and those who travel overnight four or more times per year are required to do so.

- 1 Keep the card, statements and any other account-specific or identifying information secure, so that no one else can access it.
- 2 Use the card *only while in travel status, conducting official Commonwealth business* and only for transportation, lodging and dining expenses in compliance with management directives. The card is NOT to be used for personal expenses.
- 3 Never allow anyone else to use your card, even another Commonwealth employee for official business.
- 4 Submit timely, accurate and fully documented travel expense reports through ESS into SAP as soon as possible after travel is completed.
- 5 Review your statements each month to ensure their accuracy.
- 6 Dispute any inaccurate charges listed on your statement. First contact the merchant and work to resolve the issue. If the issue cannot be resolved quickly, you should notify your agency's corporate travel card coordinator.
- 7 Pay your bill on time, in full each month.
- 8 Report lost or stolen cards immediately to your agency's corporate travel card coordinator and 1.800.344.5696.
- 9 Notify your agency's corporate travel card coordinator if any of your personal contact information changes or you transfer agencies.
- 10 Understand and abide by any guidelines or restrictions established by your agency or management directive.

To learn more about the Commonwealth of Pennsylvania's corporate travel card, including how to apply for one, contact your agency's corporate travel card coordinator or visit [www.travel.state.pa.us](http://www.travel.state.pa.us) for information and a list of coordinators.

