

CWRU American Express T&E Card Application



Case Western Reserve University

11111 Euclid Avenue

Travel Services, Rm 157

Cleveland, Ohio 44106-7075

Phone: 216-368-6092

travel@case.edu

Name		(Include Middle Name)
EMPLID		
Office Phone		
Date Requested		
Needed		
Home Billing Address		
Home Billing Address		
City		State Zip Code
Home Phone		
CWRU network ID		DOB

I (the undersigned) wish to receive the a CWRU American Express T&E card and acknowledge each of the following:

1. I permit CWRU to supply my social security number to American Express for the processing of this application;
2. The CWRU AMEX T&E card use is restricted to supported university local, national, and international travel and travel-related expenses. (See the CWRU Travel Policy for supported expenses.) All T&E cards must be surrendered upon termination of employment.
3. T&E Card expenses must be those of the cardholder. Non-traveling cardholders cannot book travel arrangements for others using their card. CWRU preferred travel agencies are recommended for booking airline and hotel reservations for more than one traveler.
4. Approved CWRU charges submitted through correctly completed reports in the PeopleSoft Financials Travel and Expense Module and approved via workflow will be paid directly to American Express on behalf of the cardholder.
5. As a hybrid liability product, cardholders remain responsible for timely, correct submission of T&E expense reports. No personal expenses are allowed. Cardholders are responsible to American Express for payment of any and all expenses not submitted to and/or approved by Accounts Payable. Violation(s) may result in the suspension and/or termination of the T&E card by the CWRU Card Administrator. CWRU may seek to recoup any personal or unapproved expenses paid using the card, together with any interest and penalties accrued on such expenses, to the fullest extent permitted by law, in addition to pursuit of criminal prosecution as applicable. T&E cards can be suspended/canceled for any reason, at any time by the Card Administrator.
6. I have read the CWRU Travel Policy and understand that the card will be used within its provisions.

Applicant Signature		Date	
Supervisor Signature		Date	
Print Supervisor Name		School/ Dept	

Sign in ink. Please return as a scanned attachment (tecardamex@case.edu). Upon approval, applicants will be notified by email that the card is ready for pickup in CWRU Travel Services, Thwing Center, Rm 157. Cards are ready within 7-10 business days. There is a \$15 charge (reimbursable) to expedite (24-48 hours).

SUPERVISORS NOTE: Employee CWRU AMEX T&E Cards should be surrendered by employee upon employment termination per HR Termination Checklist, as well as the cardholder's account brought to zero balance.