

Corporate Travel Cards

Introduction

A corporate travel card is a personal liability charge card that is used for the payment of business-related expenses. The bill is sent directly to the cardholder, and he or she is responsible for remitting payment directly to the financial institution. The card has certain benefits that have been negotiated by the university. For example, there is no annual fee. Please see the [Card Highlights Chart](#) for further details.

Although the corporate travel card is a personal liability, the cardholder's agreement with the financial institution requires that purchases and cash advances be for business-related expenses only.

Eligibility

Cornell University faculty or staff members are eligible to apply for a corporate travel card if they meet **all** of the following criteria:

- His or her position at the university requires business travel at least once per year and/or you regularly host business meals;
- He or she has been authorized to apply for a travel card by your supervisor and your unit's business manager or chair;
- He or she has completed an application and agreed to the financial institution's Cardholder Agreement;
- He or she has not previously held a corporate card with a balance that reached 180 days past due.

Benefits of the Card

The corporate travel card offers several benefits. For example, cash access, no annual fee, rental car insurance, and baggage insurance. The following information outlines the benefits of the card:

- [Highlights of the US Bank Travel Card](#)
- [Travel Accident Insurance Program](#) (coverage during travel on a common carrier)
- [VISA 911 Benefits](#) (Travel and Emergency Assistance and Auto Rental Collision Damage Waiver programs)
- [Lost Luggage Insurance](#)

Applying

To apply for a corporate travel card, use the link to the application form below. After the applicant completes his or her portion, the supervisor will sign and attest to the applicant's eligibility. The unit business manager or chair may then approve the form and send it to Credit Card Programs, which will perform a final review and submit it to the financial institution. The applicant will receive the card approximately two weeks from the date that Credit Card Programs receives the application.

Buying Manual

Subject: Corporate Travel Cards

Title: Introduction

Number: 350

Issued: November 17, 2015

Revised:

The financial institution may refuse to issue a card or limit the amount available for purchases and cash advances, based on their evaluation of the applicant's credit worthiness. In any case, the financial institution will contact the applicant directly.

- [Application Form](#)
- US Bank's Commercial [Cardholder Agreement](#) (your agreement with US Bank)