

# Business and Finance Division

## SAINT LOUIS UNIVERSITY

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### Agreement for Use of Saint Louis University American Express Corporate Travel & Entertainment Card

The undersigned Employee (the "Employee") of Saint Louis University has requested an American Express Corporate Card. By signing below, the Employee acknowledges that he/she has read and fully agrees to the following terms governing use of the American Express Corporate Travel & Entertainment (T&E) Card:

1. All charges incurred (including any delinquency or late charges) are the responsibility of the Employee. The Employee is responsible for submitting all business charges for settlement each month or end of business trip whichever occurs first. The University will be responsible for making payment to American Express for all "approved" business expenses charged on the Corporate Card and will reimburse Employee for any remaining "approved" business expenses for out-of-pocket payments. In addition, the Employee agrees that if the University pays any amounts owed by the Employee to American Express, the Employee will immediately reimburse the University for any such amounts. Employee hereby authorizes the University to make deductions from the Employee's paycheck or paychecks to recover such amounts determined by the University to be unapproved business expenses. This provision shall survive termination of this agreement and the Employee's employment with the University. Employee agrees to pay any and all costs (including court costs and attorney fees) incurred by the University to collect any sums due to American Express.
2. Employees are **required** to use the American Express Corporate T&E Card for all approved travel and entertainment business expenses (including hotel, car, conference fees, meals, ground transportation, and other approved business expenses where possible).
3. The Employee understands and agrees that the American Express Corporate Card must be used solely for business purposes. **The card may not be used to make personal purchases.** The Employee further agrees that he or she will pay any outstanding balance on his or her account to the extent such expenditures are deemed unallowable in accordance with the University Travel Policy. If at any time the Employee no longer requires the use of the card for corporate travel purposes, the Employee shall immediately return the card to his or her manager for cancellation.
4. The Employee understands and agrees that American Express may conduct a credit check prior to issuing a card in the Employee's name, and that credit may be denied the Employee or the credit available to the Employee may be limited based upon the Employee's credit history.
5. The Employee will immediately report a lost or stolen card to American Express and to the Saint Louis University Program Coordinator.
6. **The Employee acknowledges that American Express will provide payment history and charge statements to the University. The Employee agrees that statements of the Employee's account may be disclosed to and reviewed by the Employee's manager and other management personnel as deemed necessary and appropriate by the University, and the Employee waives and releases the University from any claims related to such disclosure and review, including without limitation claims for invasion of privacy.**
7. **The Employee understands that noncompliance with any of the foregoing or the University's travel policies may result in the cancellation of the Employee's American Express Corporate Card, and may subject the Employee to other disciplinary action. Such disciplinary action shall be governed by the terms of the Faculty Manual (if faculty), the Staff Handbook (if staff), or other University policies promulgated from time to time.**
8. **If the Employee leaves his or her employment for any reason, the Employee agrees to cut the card in half and to immediately return it to his or her manager prior to departure. The Employee further agrees that he or she will submit a final expense report and pay any outstanding balance on his or her account for any expenditures deemed unallowable in accordance with the University Travel Policy prior to Employee departure.**

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I have read, understand and agree to the above terms and conditions for the use of the University-sponsored American Express Corporate Card. Please complete and sign the following.

Employee Name: \_\_\_\_\_

Employee ID: \_\_\_\_\_

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Department Name: \_\_\_\_\_

Department Number: \_\_\_\_\_