

**State of Louisiana
Office of Juvenile Justice**

A.3.16 (b)

CARDHOLDER AGREEMENT FORM—State Corporate Travel Card

The State of Louisiana (“State”) and Office of Juvenile Justice (OJJ) are providing you with a State Corporate Travel Card. The Travel Card must only be used for State of Louisiana official business travel. All acceptable charges must be in accordance with the current PPM49 allowances, State of Louisiana State Corporate Travel Card and CBA Policy, OJJ’s Travel Card and CBA Policy, and all current purchasing rules and regulations, if applicable. Applicable rules and policies include, without limitation, the following:

Procurement Rules: <http://www.doa.louisiana.gov/osp/osp.htm>
Policy and Procedure Memorandum 49 (PPM49) <http://www.doa.louisiana.gov/osp/travel/travelpolicy.htm>
State of Louisiana Travel Card Statewide Policy
Office of Juvenile Justice Travel Card and CBA Policy

I, _____, (“Cardholder”) agree that upon receipt of the State Corporate Travel Card I shall comply with the applicable rules and policies listed above, this Agreement, and any subsequent revisions to any of the foregoing.

Conditions for Use of Travel Card

As the cardholder, I agree to accept responsibility for all charges against the card and the protection and proper use of the Travel Card as outlined in this Agreement, and all relevant rules and policies, which I have read and completely understand. I further agree to:

- (1) Never use the Travel Card for the purpose of paying vendors for allowable purchases of goods and services which are not for official state business travel;
- (2) Never use the Travel Card for personal purchases or personal travel;
- (3) Never allow others to use the Travel Card or use my card for others travel expenses;
- (4) Always obtain and submit all original receipts, invoices and other necessary documents for each transaction, as well as verify the charges on the Travel Card, and to submit such charges for approval, dispute, credits and/or fraud processing; and
- (5) Always reconcile travel-related charges within the OJJ’s prescribed timelines, which is the 15th of each month. I understand and agree that the Division of Administration will monitor the use of the Travel Card, and that I will be personally liable for any unauthorized use therefore.

Penalties for Misuse of Travel Card

I acknowledge and agree that I understand that in the case of my willful or negligent default of my obligations under this Agreement, the OJJ has the following rights, to the extent authorized by law:

- (1) To deduct any unauthorized charges in accordance with OJJ State Corporate Travel Card and CBA Policy, until all unauthorized charges are paid in full.
- (2) The OJJ may pursue any remedy for the recovery of unpaid amounts, including referring of unpaid amounts to an attorney for collection.
- (3) The OJJ may impose any appropriate corrective or disciplinary action permitted, including cancellation of card privileges, and or up to termination and possible criminal charges under applicable law. Once privileges are revoked for any reason, the cardholder will not be allowed to receive a new card unless prior approval is granted through the Office of State Purchasing and Travel, and cash advances shall not be allowed.

Lost Travel Card

If the Travel Card is lost, stolen, or compromised in any manner, I shall immediately notify the OJJ Program Administrator and the bank issuing the Travel Card.

Return of Travel Card

Upon notification of my transfer from OJJ, change in duties, termination of employment, suspension, retirement or cancellation of my Travel Card privileges, I agree to notify OJJ and promptly return the Travel Card to OJJ Program Administrator.

Cardholder: _____ Employee ID# _____
Signature: _____ Date: _____

Print Name: _____ Phone: _____

Section _____ E-Mail: _____

Approving Authority:

Signature: _____ Date: _____

Print Name: _____ Phone: _____

Section: _____ E-Mail: _____