

# Travel Card Program User Agreement

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Using the Travel Card is a privilege and a responsibility. Use of the Travel Card is contingent on your adherence to the rules and regulations set forth by Metro. It is vital that you read each statement carefully to insure that you fully understand the key policies.

- I will use the Travel Card for authorized business only allowed by Louisville Metro Government (LMG) and not use the card for restricted items or any personal use.
- I understand that misuse of this card or violating policy or procedures may result in disciplinary action, up to and including TERMINATION of employment, and I may be personally liable to Metro for personal charges.
- I understand that Metro will audit the use of this Travel card and I agree to provide all information requested in a timely manner.
- I understand that by using the Travel Card, I will be making financial commitments on behalf of Metro and that Metro will be liable for all charges made with the Travel card.
- I agree to allow Metro to collect any amounts owed by me for personal purchases even if I am no longer employed by Metro.
- I understand that Metro may terminate my rights to use this card at any time, for any reason.
- I agree to return this card to Metro immediately upon request or upon termination of employment.
- I acknowledge that I have read the Louisville Metro Government Out-of-Town/Travel Card policy and agree to comply with the terms & conditions in this and any subsequent revisions of the policy.
- I agree to accept responsibility for the protection and proper use of this card according to the terms set forth in this policy. I am the only individual authorized to use the Travel Card assigned to me. It is not transferable to any other individual.
- I will immediately report the loss/theft of this card and/or difficulties with the card to the Travel Services Office.

**Legal Name of Cardholder/Traveler as shown on government issued ID:**  
(MUST PRINT)

Cardholder Signature: \_\_\_\_\_

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