

**Texas A&M University-Kingsville
Corporate Liability Individual Billed Account (CLIBA)
Agreement/Guidelines**

As a faculty or staff member of Texas A&M University-Kingsville, I will be the advisor/sponsor of a University group business trip.

Upon receipt of the JPMorganChase CLIBA card, I agree to:

- Use the card for University business group travel-related charges, by full-time university employees only.
- Understand that only the person named on the card is eligible to use the card and sign receipts.
- Understand that pre-trip expenses are not allowed on the CLIBA card, although *some exceptions may be made for bookings*.
- Understand that airfare is not allowed on the CLIBA card and that all airline ticket reservations must be made using the departmental CBA (Central Billing Account).
- Understand that it is the sole responsibility of the employee to use a Tax Exempt form when applicable in Texas.
- Return the CLIBA card and the expense statement, along with all pertinent **itemized** receipts to the Program Administrator within **four business days** following return.
- Understand that my department and the University are ultimately liable for all charges incurred while using the CLIBA card.
- Understand that it is the responsibility of the department to reconcile charges with the memo statement that will arrive by mail.
- Acknowledge that non-compliance of said rules may result in suspension of further use of the CLIBA card.
- Follow all State and University travel and procurement guidelines. I further acknowledge that abuse of these guidelines may result in disciplinary action, up to and including termination of the applicant's employment.

Applicant's Signature

Print/Type Name

Date

I hereby authorize the applicant, listed above, for the use of a Texas A&M University - Kingsville CLIBA Travel Card. I acknowledge that the account designated will provide sufficient funds for any and all charges made by the cardholder. I further acknowledge that the individual assigned the duty of audit/reconciliation of JPMorgan monthly statement is responsible for attaining all back-up documentation. I understand that any/all inappropriate use of this card by the cardholder may result in disciplinary action, up to and including termination of the applicant's employment.

Department Head/Supervisor Signature

Print/Type Name

Date

**Please return this completed form to Sandra D Charles, Program Administrator/Travel Coordinator
College Hall Room 111 A, MSC 104 Ext. 3950**

Revised 05/09/08