



The following form is required to be completed and signed by all Division of Biomedical Sciences employees as part of the application for the U.S. Bank Travel & Entertainment Corporate Visa Card that UCR has made available to all active employees.

Employee Acknowledgement

Employee UC ID:

I **Employee Name** acknowledge that I have read, understand, consent, and agree to all the terms and conditions of the U.S. Bank Travel & Entertainment Corporate Visa Card and rules and regulations governing the U.S. Bank Travel & Entertainment Corporate Visa. I understands that this card is to be used for business charges only and that I am totally responsible and liable for all expenses charged to the card. I understand that I may be held responsible for all expenses incurred outside the terms and conditions of the U.S. Bank Travel & Entertainment Corporate Visa Card and University policy.

Signed on this Day of Month, Year.

Employee Signature