



MIT Travel Card Application Instructions

You may submit your MIT Travel Card Application in two ways:

1. Digital Submission – Recommended

(Note: You will need Adobe Acrobat version 8.0 or higher. [Upgrade for free >>](#))

- Read Agreement
- Fill out the fields in Adobe Acrobat
- Digitally sign the document in Acrobat (pg. 3)
-->Click on *digital signature field* and follow prompts
- Save document to your desktop
- Email saved document to your Administrative Officer or Primary Authorizer
- Administrative Officer/Primary Authorizer should click on the digital signature field on page 1 and follow the prompts.
- Administrative Officer/Primary Authorizer should save the signed document and email it to travelsupport@mit.edu.

2. Hard Copy Submission

- Print
- Read Agreement
- Fill out fields
- Sign Applicant Signature field on page 2
- Send hard copy to Administrative Officer/Primary Authorizer
- Administrative Officer/Primary Authorizer should sign Signature Field on page 1.
- Administrative Officer/Primary Authorizer should send both pages of the completed form by mail to VPF Travel, NE49-4th floor, 600 Technology Square, Cambridge, MA 02139, or by fax to 617-258-5949.
- Scanned version of the form may be sent to travelsupport@mit.edu



MIT TRAVEL CARD APPLICATION & AGREEMENT

Name on the card: _____

First Middle Last

(No more than 19 Characters)

Cardholder Information:

Bldg/Rm #: _____

Mailing Address:

E-mail Address: _____

Business Phone: _____

MIT ID #: _____

Monthly Limit: \$ 25,000

Additional notes for MIT Card Administrator:

Travel Expenses will be posted to the appropriate cost object after the expense report is submitted in the MIT online expense reporting system

Cost object: _____

Note: The cost object must be a non-sponsored account. If a transaction is not processed within 120 days from completion of trip, this **cost object** will be used to charge expenses

Assignment of responsibility:

(Administrative Officer/Primary Authorizer)

Print Name: _____

Signature: _____

Date: _____



MIT TRAVEL CARD APPLICATION & AGREEMENT

I, _____ (“Cardholder”), agree upon receipt of the Massachusetts Institute of Technology Travel Card to the following conditions regarding my use of the MIT Travel Card issued in my name.

1. I understand that by using the MIT Travel Card I will be making financial commitments on behalf of MIT and that MIT will be liable for all purchases made with the MIT Travel Card.
2. I understand it is in MIT’s interest to obtain the best value for MIT when making travel arrangements and/or services with the MIT Travel Card.
3. I agree to use the MIT Travel Card only for authorized business travel expenses and in the appropriate manner, as defined in the MIT Travel Policy. I understand that MIT and MIT-approved agents may monitor and audit my MIT Travel Card use at any time. I understand that if I make a personal purchase, I am required to reimburse MIT.
4. I agree to contact Travel Card Services (travelsupport@mit.edu, 617-253-8360) or, during non-business hours, Bank of America (888-449-2273) immediately if my MIT Travel Card is lost or stolen. I understand that cards will be replaced within 24 hours.
5. I have read these terms and will abide by all the requirements set forth herein.

By my signature below, I acknowledge that I have read and understand my obligations under this Agreement, and agree to be bound by its terms as a condition of use.

Applicant Signature: _____

Date: _____

Print Name: _____

Department: _____