



SACRAMENTO STATE

Accounts Payable & Travel

US BANK VISA CONCUR TRAVEL CARD APPLICATION

(CHECK APPROPRIATE BOX BELOW)

☐

US Bank Visa Individual Concur Travel Card
(Plastic Card)- For Multiple Trips Per Year

US Bank Visa Instant Concur Travel Card
(Virtual/Single Use Card)

APPLICANT INFORMATION:

Employee ID: _____

Legal First Name: _____ Middle Initial: _____ Last Name: _____

DEPARTMENT INFORMATION:

Department Name: _____

ADDITIONAL INFORMATION: Phone #: _____ Email Address: _____@csus.edu

For Instant Card Only:

Concur Request ID# _____ Travel Dates: _____

I understand and agree to the following terms (Initial each line):

_____ This card will be used for business related travel charges only.

_____ I am responsible for all charges on the credit card. I am not authorized to place personal expenses on the Travel Card.

_____ I am responsible for completing a Concur Expense Report for all travel card charges within 60 days from the return date of my trip.

_____ Should I fail to comply with the appropriate use of the Travel Card, the card will be cancelled and no new card will be issued.

_____ I have reviewed the Travel Card training course.

_____ I have read and understand the [CSU Travel Procedures and Regulations](#)

Applicant's Signature: _____ Date: _____

Immediate Supervisor/Dept Chair (Print): _____

Immediate Supervisor/Dept Chair (Signature): _____ Date: _____

Academic Affairs Only:

Dean (Print): _____ Signature: _____

Date: _____

PLEASE EMAIL APPLICATION FORM TO: travel@csus.edu

REV: Nov 2024