The ECU ProCard may now be used for airlines, buses, and trains. The traveler must be on University business and charges against the ProCard for airfare, bus fare, or train fare must be for BUSINESS ONLY. The ProCard may NOT be used for personal purchases. Non-business expenses such as family members MUST be handled on your personal credit card and NOT an ECU ProCard. The traveler is responsible for retaining itemized receipts for all charges made on the ProCard and must submit original receipts to the ProCard Office with the monthly ProCard statement.

All ECU ProCard policies and procedures must continue to be followed. These may be found at http://www.ecu.edu/cs-admin/purchasing/pcard/ProCardHome.cfm. Any unauthorized charges must be promptly reported to the ProCard Manager.

Anyone incurring travel expenses, which will be paid by the University, must adhere to ECU Travel policies and procedures. The trip must be authorized and it is the traveler’s responsibility to read the policies and procedures before departure. This information may be found at http://www.ecu.edu/cs-admin/financial_serv/indextraveloffice.cfm or contact the Travel Office at 737-1075 or 737-1076. Employees MUST NOT request reimbursement for expenses charged on the ProCard.

Rental cars are NOT allowed on the ProCard. NO MEALS and NO HOTEL/LODGING allowed on the ProCard. No seat fees, insurance/trip protection, gas, food/meals, taxis, extra events/tours/functions, etc.

By signing this agreement you are accepting responsibility for protection and proper use of your ProCard including but not limited to the following conditions:

1. **I understand** that improper or fraudulent use of the ProCard may result in revocation of my user privileges and may result in disciplinary action, up to and including termination of employment.
2. **I agree** to complete section 1 of the ECU TRA (travel reimbursement authorization) form prior to providing my card number for any air/bus/rail ticket purchase.
3. **I agree** to properly code ALL air/bus/rail transactions to the appropriate expense line.
4. **I will not** submit a request for personal reimbursement for any transaction processed against my ECU VISA ProCard.

Please mail this form to Frances Flowers, ProCard Manager, ECU Materials Management (Mail Stop 206) 200 E. First St. If you have any ProCard questions, you may call the ProCard office at 328-6434. The cardholder will be notified once the signed form has been received and approved by the ProCard Manager.