

## Instructions for the *Travel Card Request Form (FIN 643)*

The *BMO ePurchasing Solutions Corporate MasterCard Account Agreement* is a three part document that is to be completed when applying for a government Travel Card. The *Program Card Request* is the basic 'application' and provides:

- the employee contact information
- the employee initial account authorization controls
- the employee signature and,
- the Senior Financial Officer or designate approval (usually the Expense Authority)

Appendix 1 *BMO ePurchasing Solutions Corporate MasterCard Program Cardholder Agreement*, is between the Bank of Montreal and the Employee/Cardholder and describes the contractual terms and conditions that apply to the use of the Travel Card.

Appendix 2 *Travel Card Cardholder Agreement*, is between the Province and the Employee/Cardholder and outlines additional terms that apply to the use of the Travel Card.

Complete the Card Request page and forward to your Travel Card Coordinator. Please type or print clearly:

**Date of Request** – enter the date request submitted

**Type of Request** – check the appropriate box. If this is a change to an existing card also provide the existing card number (see Employee Information line).

**Ministry Name** – enter the ministry name.

**Employee Information** – enter the employee name as it is to appear on the Travel Card. You are limited to a maximum of 21 characters (including spaces).

**Card Number** – this is only required if the request is to change information regarding an existing card such as mailing address or account limits.

**Statement Mailing Address** – enter the employee contact information.

**Employee Account Authorization Controls** – this section is to be completed by the Expense Authority to established transaction, monthly and daily cash advance limits.

**Employee Signature & Date** - to be signed and dated by the employee that is applying for the Travel Card. The employee's signature signifies the employee has read, understands and will abide by the terms and conditions set out in Appendix 1 and Appendix 2.

**Employee Legal Name** – enter the legal name of the employee.

**Province (Signature of Expense Authority) & Date** – to be signed by the Ministry Senior Financial Officer or designate. This is usually the Expense Authority to whose budget travel related expenses will be charged.

**Name of Expense Authority** – enter the name of the Expense Authority authorizing the application.

**Additional Account Set-Up Information & Comments.** – this section is to be used by the Travel Card Coordinator to provide account set-up information.