



## MasterCard Travel & Entertainment Card Application ALL INFORMATION REQUIRED

**Applicant:** Please complete the application online for clarity, do not handwrite. When complete PRINT and SIGN. Incomplete applications cannot be processed.

Cardholder's Name (First, Middle Initial, Last)			HUID
Home Address: Line 1			Home Address: Line 2
City	State	Zip Code	Business Phone Number & Email Address
<b>Check One:</b> <b>Employee (   )</b> <b>Non-Employee (Student or Affiliate) (   )</b>			
<p>By signing below, you request Citibank, to issue a MasterCard Travel &amp; Entertainment Card to you. You understand and agree that the Travel &amp; Entertainment Card must be used only in accordance with the Citi Travel &amp; Entertainment Cardholder Agreement (click <a href="#">here</a> for the "Cardholder Agreement"). You agree to be bound by the Cardholder Agreement and will sign the Travel &amp; Entertainment Card as soon as you receive it. <u>You agree to only use the Travel &amp; Entertainment Card for Harvard University business purposes.</u> Your use of the Travel &amp; Entertainment Card will also indicate your acceptance of the Travel &amp; Entertainment Card and the terms of the Cardholder Agreement. You understand that any use of the account number without the Travel &amp; Entertainment Card however initiated, shall also be deemed to be use of the Travel &amp; Entertainment Card and acceptance of the Cardholder Agreement. You authorize Citi and Harvard University to exchange information about you and about your account usage, in connection with the administration and operation of the Travel &amp; Entertainment Card Program.</p> <p>Federal law requires us to obtain, verify and record information that identifies you when you open an account. We will use and provide Citi your name, address, and Harvard University ID number for that purpose.</p> <p>You understand that in the event of any inappropriate use of the card, for example personal use, you will be required to make full reimbursement to Harvard of the amount inappropriately charged, and you may also be subject to disciplinary action up to and including termination of employment.</p>			
Cardholder Signature (Required)			Date
Supervisor's Signature (Required)			Date                      Phone Number
Department Manager Signature (Optional)			Date                      Phone Number
The Section below Must Be Completed by the School Financial Dean's Office			
<b>Financial Dean's Office (Required)</b> Print Name:	Signature:	Date:	APPLICANT TUB & ORG NUMBER: <u>DO NOT LEAVE BLANK</u>  _00_____
			BANK: 1410

This form is auditable and must be kept on file by the Financial Dean's Office.

## **CITI Mastercard Application Instructions**

- Complete and print the application
- All applications require two levels of local approvals.
  - The first approval must come from your Department Supervisor/Administrator
  - The second approval must come from your Financial Dean's office [Click here to view a list of Financial Dean's Office approvers by tub number.](#)
- Financial Dean's Office approvers and enters application in the Citi online system or scans and emails the application to [fad\\_corporatecard@harvard.edu](mailto:fad_corporatecard@harvard.edu) or delivers application to Card Services, 1033 Massachusetts Avenue, 2<sup>nd</sup> Floor
- Once the application is entered in the online system, the cardholder should receive a card within 7 to 10 business days.

### **Other Important Information Regarding the Corporate Card Program**

- Take a moment to read the cardholder agreement enclosed with the card. Cardholders are responsible for ensuring timely settlement of their account.
- Review T & E Card benefits
- Upon receiving your new Citi card you must sign and activate it prior to use.
- Once card is received, visit <http://cardservices.harvard.edu/resources-cardholders> for activation and online access instructions
- Customer Service: Cardholders may call Citi directly at 1-800-248-4553 with questions or issues regarding their account