



TRAVEL CARD

Employee:

*Required fields must be completed or Application cannot be processed.

Please complete and send to:
Accounts Payable Office
820-177

American Express[®] Travel Card Application

Application Information – Application cannot be processed without required information

Name *Required

Company Name

NORTHEASTERN UNIVERSITY

Campus Address *Required (example 320 RP)

<u>City</u>	<u>State</u>	<u>Zip Code</u>	<u>Country</u>
-------------	--------------	-----------------	----------------

Home Street Address *Required

<u>City</u>	<u>State</u>	<u>Zip Code</u>	<u>Country</u>
-------------	--------------	-----------------	----------------

NU E-mail Address *Required

Business Phone Number *Required

NU ID Number (9 digit # in MyNEU)*Required **Country of Citizenship** *Required

Cardholder Signature *Required

Supervisory Signature *Required **Print Name** *Required

Senior Vice President Approval (only needed if requesting ATM access)

Spending Limit Information

<u>Single Transaction Limit</u>	N/A	<u>Monthly Limit</u>	\$10,000
--	-----	-----------------------------	----------

AGREEMENT:

Company and the Applicant (a) request that a Corporate Purchasing Card be issued to the Applicant on the Company's account, (b) authorize the receipt and exchange of credit information on the Company and the Applicant, (c) agree to be bound by the Agreement sent with the Corporate Purchasing Card and by the agreements covering Corporate Purchasing Card related programs in which the Applicant is enrolled, and (d) agree that the Corporate Purchasing Card will be used for business or commercial purposes only. The Applicant authorizes American Express to notify the Company if this Application is declined or if spending restrictions are applied to the Corporate Purchasing Card.

** This field is optional. We may also notify you about important account updates and services that may be suited to your needs. We will never share your email address. For information about how we protect our privacy, please visit americanexpress.com/privacy

***If requesting ATM a memo needs to be attached to this application explaining in detail why ATM access is necessary and the dollar amount needed per cycle. Please note - \$2500 is the maximum allowed.

***Electronic signatures are accepted only if they are digitalized images of handwritten signatures, or have a code or personal identification number (PIN).**