

Utah State University Diners MasterCard Corporate Travel Card

Utah State University offers a Diners MasterCard Corporate Travel Card (Diners Card) so that University employees can pay for University related travel expenses.

Diners Card Features:

- The Diners Card is a MasterCard provided by Diners Club International. It can be used at any location that accepts MasterCard.
- Cash advances are available (\$250 per day/\$500 per 7 days).
 - Cash advances are obtained through ATM machines using the pin number provided when you receive your card.
 - Fees for cash advances are reimbursable on the Travel Authorization form.
- There is a 60-day grace period. This allows you to complete your travel and receive your reimbursement from the University in time to pay your account balance.
- A late fee of 2 1/2 percent of the balance due will be imposed after the grace period ends.
- There is primary auto insurance coverage on rental vehicles when the transaction begins and ends using the Diners Card.
- There are no membership fees.
- The card is issued in the employee's name.

Cardholder Responsibilities:

- The Diners Card may **ONLY** be used for University travel related expenses.
 - Prohibited purchases include:
 - Personal purchases
 - Any non-official University related travel expenses for which reimbursement would not be allowed.
- Lost or stolen cards are to be reported immediately to Diners Club International MasterCard.
- Cardholders will receive their Diners Card monthly statements at the address listed on the application.
- Cardholders agree to accept all liability for any charges incurred on the Diners Card.
- Cardholders are responsible to make prompt payments directly to Diners Card.
- Cardholders authorize the University to withhold payroll deductions if a balance is considered in default until the balance is paid in full.
- Cardholders authorize the University to withhold any amount due on the Diners Card from the employee's final payroll check upon termination of employment.
- Cardholders agree to surrender the card to the University upon termination of employment or by the request of the University or Diners Club International MasterCard.

Application Process:

- Fill out and sign the Diners MasterCard Corporate Travel Card [application](#).
 - Complete the Diners Club Corporate Card Enrollment (Application information) area.
 - Sign your name under the Terms and Conditions area.
 - Have your Supervisor sign under the Terms and Conditions area.
 - Do not fill out the Organization Information and Authorization area.
- Send your completed and signed application form to:

Travel Department
UMC 2400

Card Delivery:

- You will be contacted by the Travel Department when your card is available.
- Cards are located in the Controller's Office, RM 21, in the basement of Old Main.
- Cardholders must pick up their card in person and provide I.D.
- Cardholders will be required to sign a Diners Card Agreement Form at the time the card is picked up.

Please call the Travel Department at 797-1065 or 797-9177 if you have any questions.