UCSD & Diners Club International®
Card Application - Individual Billing
UCSD's Diners Club Corporate Card Program was implemented on October 11, 1993 to provide UCSD employees with a convenient method of acquiring cash advances for business travel and to provide other benefits of a corporate travel and entertainment card:

- No out-of-pocket expenses for airline tickets
- Timely cash advances without paper work
- Collision damage waiver coverage on rental cars
- Access to over 80 Diners Club business centers and airport lounges
- Immediate credit on lost or unused airline tickets
- $350,000 travel accident insurance coverage
- 24-hour customer service, worldwide
- $1,250 excess lost baggage coverage

The card is available to employees at no cost. For complete UCSD's Diners Club Corporate Card Program information, visit the Travel tab in Blink at http://www.blink.ucsd.edu
I. Diners Club Corporate Card Enrollment (Applicant information)

*First Name     Middle     *Last

*Home Address (No P.O. Box)

*Home Address— 2nd Line (No. P.O. Box)

*City     *State     *Zip

Billing Address (If different than above)

Billing Address— 2nd Line

City     State     Zip

*Application cannot be processed without required information.

II. Applicant and Campus Department Signatures (mandatory)

Applicant requests that he/she be issued a Diners Club Corporate Card and authorizes his/her Organization and Citibank USA, N.A., its service provider Citicorp Diners Club Inc. and their affiliates (collectively Diners Club) to exchange information concerning the Applicant, including whether a Diners Club Card was issued. Applicant authorizes Diners Club to obtain credit information concerning Applicant and to verify Applicant’s identity. In consideration of the issuance to and use of the Diners Club Corporate Card by Applicant, the Applicant agrees to assume liability in accordance with the applicable Diners Club Corporate Card Program Card Account Agreement for all charges incurred by use of the Diners Club Corporate Card issued to Applicant. Information about Applicant and Applicant’s Corporate Card account may also be transferred by Diners Club confidentially and internationally within Diners Club International and Diners Club franchisees.

Federal Law requires Diners Club to obtain, verify, and record information that identifies each person who opens an account, in order to help the government fight the funding of terrorism and money laundering activities. To process the application, Diners Club must have Applicant’s name, street address, date of birth, social security number and other identifying information, and Diners Club may ask for identifying documents from Applicant as well.

Applicant Signature (required if form is printed) Date

Manager/Supervisor Signature Date

Department Index Number

Signature of Index Authority Date

Your signature on this Application Form or transmittal to your Travel Manager or Diners Club via electronic mail indicates that you have read this Application and agree to its terms.

Organization Information and Authorization (to be completed by Travel Manager)

University of California, San Diego

Name of Organization Requesting Card Issuance

Address of Organization

City     State     Zip

Management Information (Completed by Program Administrator)

Field 1     Field 2     Field 3     Field 4     Field 5     Field 6

Management Authorization Name(s) and Title(s)

Instructions: Complete Sections I and II. Send signed form to Chrissy Smith, Disbursements Division – Travel Office, Mail Code 0955.

☐ Yes, I have read the personal notification statement posted on the Forms page of the Travel website.

CA-2351G – UCSD (1/04)