

Car/Ride Share User Agreement

There may be an occasion in which you need transportation services to conduct business affairs. SVA has created car/ride share corporate accounts that will allow you to book a vehicle without the need to use your SVA issued Pcard.

Use of SVA's corporate accounts are for business purposes only. Please review the following Agreement regarding the terms and conditions associated with using this service.

Terms and Conditions of Agreement

You are being entrusted to utilize SVA's corporate accounts. The service offered is provided to you for work related transportation services. It is not an entitlement nor reflective of title or position. SVA reserves the right to revoke your access to the service at anytime.

In addition, to agreeing to the terms and conditions of this Agreement, you are also obligated under any terms and conditions under the car/ride share company's End User Agreements.

Your signature below indicates that you have read and will comply with all of the terms of this agreement.

1. I understand that use of SVA's corporate accounts are for work related transportation services only.
2. Access to SVA's corporate accounts will be issued under my name. Services shall only be utilized by me and I will not allow any other person to use the service or application related to SVA's corporate accounts.
3. If my account is compromised, I will immediately notify the ride share company and SVA's Purchasing Office at purchasing@sva.edu
4. I agree to indicate my business purpose of the trip within the application and will supply further explanation should it be requested by my Supervisor or SVA's Finance Department.
5. I will discontinue use of SVA's corporate accounts upon my separation of employment.

6. I agree that should I violate the terms of this Agreement that I will reimburse SVA for all incurred charges and any fees related to the collection of those charges. I also will be subject to disciplinary action, potentially including the termination of my employment.

Employee/User Signature

Print Name

SVA ID#

Department GL (6-digit prefix)

Department Name

Authorization of Use by Supervisor

I acknowledge that I have been identified as the individual authorized to review and approve ride share charges posted to my department's GL account.

I agree that upon receipt of the monthly ride activity report I will review and approve/deny rides taken by the aforementioned colleague within 6 business days.

I agree to dispute any ride that I do not deem a legitimate departmental business expense.

I agree to request additional information for any ride that may be questionable.

I understand that failure to review and dispute rides within the 6 days will constitute a passive approval of the expenses.

Supervisor/Department Head Signature

Print Name

Upon completion, submit this Agreement to purchasing@sva.edu to setup your corporate accounts.

Questions?

Please reach out to purchasing@sva.edu for additional assistance.