

REQUEST FOR TRAVEL CARD

TO: Clair Sayer, Finance
Dept. Administrative Asst.

FROM:

Department Director

I request the following employee be issued a Travel Card to cover authorized travel expenses when traveling on official government business.

THIS CARD IS TO BE USED TO COVER THE COST OF TRANSPORTATION, MEALS, HOTEL ACCOMMODATIONS AND AUTHORIZED INCIDENTAL TRAVEL EXPENSES.

Budget Account Number

Employee Name:

Employee Signature:

Employee Title:

Department:

Division:

Cost Center:

Assigned Travel Card Coordinator:

Assigned Travel Card Liaison:

Additional Comments:

APPROVED BY:

Signature of Department Director

Date:

Signature of Division Administrator

Date:

Signature of Finance

Date:

Copy: Authorized Cardholder Department/Division
Program Administrator