

APPLICATION\APPROVAL FORM FOR DEPARTMENT TRAVEL CARD

Department Information

College\Division

Department

Card Information

The custodian is allowed to purchase airfare, hotel accommodations, ground transportation and registration. (LOCAL FUNDS ONLY) Monthly limit is \$3,000 unless increase is approved by the appropriate Vice President/Provost. The travel card is prohibited from leaving the possession of the custodian.

If the department has only State funds, the card is restricted to \$600 for airfare and registration. No other purchases are allowed.

Select the appropriate funding source for your travel Expenditures: Local Grant State

FOP\s	Fund	Org	Program
Default			
Alternate			

If needed, please provide a separate document for addition FOPs

Custodian Information

Primary Custodian:

Additional Custodian:

Work Phone:

Work Phone:

Custodians are required to maintain the travel card at all times, assist in reserving travel arrangements, processing expenditures through Smart Data Online, accumulate receipts and prepare support documentation. The custodian is required to attend travel card and Smart Data Online training.

Division / College Business Administrator Information

Responsible for travel-card program of said College or Division. Responsibilities include: reviewing, approving/ disapproving transactions made by cardholder, verifying budget availability, verifying correct account # is selected etc.

Name :

Work email:

Work Phone:

Note: D/CBA is require to complete Travel Card training annually.

Approvals: (Funds beginning with 2 or 3 required approval by Research & Financial Services)

Submitted by:

Date

Dept. Head Printed Name :

Signature:

Research & Financial Signature:

Date

Dean\Executive Director Signature:

Date

Vice President\Provost Signature:

Date