

Request for Trip Card



Payment and Procurement Services • Trip Card Program

TRIP INFORMATION

TWU Employee responsible for Card and Reconciliation

Purpose of Trip

Trip Destination

Departure and Return Dates

TRIP COST ESTIMATE

Registration Fee and Method of Payment*: PCard Purchase Order Personal Check/Credit/Cash

*If for a conference, a copy of the registration form, conference brochure, etc must be attached.

Mode of Transportation (check all that apply): Personal Vehicle Rental Car University Vehicle Other:

Estimated Cost of Transportation:

Estimated Lodging Cost: (Cost of Room per night) X
(Number of Rooms) X
(Number of Nights) =
TOTAL estimated lodging cost

Estimated Incidental Expenses (meals not provided by conference, baggage fees, gas, hotel taxes, etc):

TOTAL estimated Cost:
Your department may limit this amount.

ACCOUNT AND DEPARTMENTAL AUTHORIZATION

Department Requesting Trip Card

Department Contact Phone Number

Department Account Number

Requesting Employee Signature

Date

Dept. Head Authorization Signature

Date