



Travel-Card Disbursement Request

EXPENDITURE APPROVAL:

Date of Request: _____

Campus: _____

Organization/Department: _____

ORDER VERIFICATION: Order Date: _____ Cardholder Name: _____**Entity:** _____

Travel Date(s) _____

Budget #: _____

Actual Cost \$ _____

Entity: _____

Travel Date(s) _____

Budget #: _____

Actual Cost \$ _____

Entity: _____

Travel Date(s) _____

Budget #: _____

Actual Cost \$ _____

Entity: _____

Travel Date(s) _____

Budget #: _____

Actual Cost \$ _____

Attach Pre-Approval, Final Travel and supporting documentation.