



### Credit Card Charge Detail

Employee Name \_\_\_\_\_ Card # \_\_\_\_\_

*(The employee who checks out the card should be the signing employee. In the event another employee attends the same event, and the card is shared, list both or all names who have signed.)*

Name of Event \_\_\_\_\_ Date(s) of Event \_\_\_\_\_

City(s) of Event \_\_\_\_\_

#### List Detail of Charges Below

<u>Date</u>	<u>Vendor</u>	<u>City</u>	<u>Description</u>	<u>Amount</u>	<u>Budget Code</u>
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

Attach all ***itemized charge receipts*** to this form in corresponding order (credit card receipt alone is not acceptable and return them along with the credit card to the Business Office as soon as you return from your event. ***Include a copy of your meeting or conference agenda.*** This form should first be submitted to your program director for budget code and signature approval ***before*** it is returned to the Business Office. If you have purchased any meals and/or beverages for yourself, other employees or students, please attach a completed Form No. 753, Food and Beverage Form.

*I hereby certify the above expenses are correct and valid business expenses.*

Employee Signature \_\_\_\_\_ Program Director \_\_\_\_\_