



CREDIT CARD AUTHORIZATION FORM

REQUEST FOR CREDIT CARD AUTHORIZATION FOR HOTEL LODGING AND CAR RENTAL

Attach all hotel/lodging and car rental confirmations. All business travel must be approved by administrator before the start of travel.

HOTEL NAME/CAR RENTAL AGENCY		PHONE NUMBER	
ADDRESS			
NAME OF CONFERENCE			
TRAVEL DEPARTURE DATE		TRAVEL RETURN DATE	

HOTEL/CAR RENTAL RESERVATIONS

Request is hereby made for reservations under VUSD policy and procedures for the following, please submit the final Hotel Folio with the Travel Expense Claim within 30 days after travel is completed.

Name of Traveler	Confirmation #	# of Rooms	# of Nights	Cost per Night	Subtotal
Grand Total					

EMPLOYEE: I HEREBY CERTIFY the above travel is necessary to conduct official business on behalf of Ventura Unified School District and agree to submit my Hotel Folio and Travel Expense claim within 30 days from the return date. In driving a vehicle for official business I have complied with all policies regarding driving on District business . APPROVER: I am authorized to approve this travel authorization, as it serves a VUSD business purpose, and I certify that adequate funds are available.

APPLICANT'S SIGNATURE

DATE

APPROVED BY PRINCIPAL/APPROPRIATE ADMINISTRATOR

DATE

NOTE: TRAVELER WILL RECEIVE A CONFIRMATION OF THE HOTEL PAYMENT AUTHORIZATION REQUEST FROM THE PURCHASING DEPARTMENT. IF YOU HAVE ANY ISSUES WHILE TRAVELING OR DURING THE CHECKOUT PROCESS, PLEASE CONTACT PURCHASING@VENTURAUSD.ORG OR FOR IMMEDIATE ASSISTANCE PLEASE CALL 805-641-5000 x1350.