



P-Card For Student Travel Request Form

Purpose: This form must be completed by employees requesting a P-Card for student travel-related expenses. Submit this form at least 10 business days before the departure date.

EMPLOYEE INFORMATION

Employee Name: _____ Title: _____

Department/Campus: _____ Supervisor Name: _____

RECONCILIATION INFORMATION

Name of Reconciler : _____

Budget Account : _____

TRIP INFORMATION

- Trip Name or Destination: _____
- Purpose of Travel: _____
- Travel **Start** Date: _____
- Travel **End** Date: _____
- Number of Students Attending: _____
- Student Names (or attach roster): _____

P-CARD NEEDED FOR: (CHECK ALL THAT APPLY)

- ☐ Transportation (flights, bus, rental vehicle)
- ☐ Lodging
- ☐ Meals (student meals only)
- ☐ Registration Fees
- ☐ Other (please specify): _____

Estimated **Total Amount** to be Charged: \$_____

PLEASE ATTACH THE FOLLOWING REQUIRED DOCUMENTS:

- ☐ Student Travel Roster (if not listed above)
- ☐ Itinerary or Travel Plan
- ☐ Conference or Event Details (if applicable)
- ☐ Prior Approval or Authorization

APPROVALS

Employee Signature: _____ Date: _____

Supervisor Approval: _____ Date: _____

FOR FINANCE USE ONLY

Student Travel Card # _____ Credit Limit: _____

Effective Dates: ____/____/____ to ____/____/____

Processed By: _____ Date: _____