

TRAVEL CARD APPLICATION

COMPLETE INFORMATION IS REQUIRED

CARD INFORMATION:

First Name (up to 12 characters) (Embossed on card)

Middle Initial

Last Name (up to 20 characters) (Embossed on card)

Employee's University ID # (A# - with no dashes or spaces)

TRAVEL ONLY

(This will be embossed below cardholder name)

Index Number (6 digits)

University or Business Address (up to 36 characters)

City (up to 25 characters)

State (2 characters)

Zip (5 characters)

Zip Expansion (4characters)

Monthly Credit Limit

Single Transaction Limit

Home Phone (10 characters)

University Phone (10 characters)

AUTHORIZATION:

Cardholder / Employee Signature

Email Address

Date

Department Head – Typed or Printed

Department Head Signature

Date

Card Manager Email Address

Card Manager Signature

Date

Card Manager USU ID #

(Submit application to Karlene Combs @ UMC 2400 for approval)