



TEXAS SOUTHERN UNIVERSITY

APPLICATION/APPROVAL FORM for DEPARTMENT TRAVEL CARD

Department Information

College/Division: [] Department: []

Card Information

The custodian is allowed to purchase airfare, hotel accommodations, ground transportation and registration. (LOCAL FUNDS ONLY) Monthly limit is \$3,000 unless increase is approved by the appropriate Vice President/Provost. The travel card is prohibited from leaving the possession of the custodian.

If the department has only State funds, the card is restricted to \$600 for airfare and registration. No other purchases are allowed.

Table with 4 columns: FOP\s, Fund, Org, Program. Rows include Default, Alternate, and two empty rows.

Select the appropriate funding source for your travel Expenditures:
[] Local
[] Grant
[] State

Business Contact Information

List person responsible for reconciling bank transactions, processing expense report, etc.

Name: [] Work Phone: [] Work E-Mail: []

Note: Business contacts are required to complete the bank system training.

Cardholder/Applicant Information

Primary Custodian: [] Title: []

Last 4 digits of Social Security #: [] Work Phone: [] Work E-Mail: []

Custodians are required to maintain the travel card at all times, assist in reserving travel arrangements, accumulate receipts and prepare support documentation, etc. The custodian is required to complete travel card training before the card is released.

College/Division Business Administrator

Responsible for travel card program of said College or Division. Responsibilities include reviewing, approving/disapproving transactions made by cardholder, verifying budget availability, verify correct amount # is selected, etc.

C/DBA: _____
Printed Name Signature Date

Approvals (Funding beginning with 2 or 3 required approved by Research & Financial Services)

Dean/Executive Director Signature: _____ Date _____

Research & Financial Services Signature: _____ Date _____

Vice President Signature: _____ Date _____

President Signature: _____ Date _____

(Required if applicant is a direct report to the President)