



TEXAS SOUTHERN UNIVERSITY

APPLICATION/APPROVAL FORM for INDIVIDUAL TRAVEL CARD/ONE-CARD

Individual T-Card: Approved for Athletics, Recruiters, Student Travel, Deans/Executive Directors and above

One-Card: Approved for Vice Presidents, Chief of Staff, etc.

Applicant Information

Name: [] Title: []
Last 4 digits of Social Security #: [] Work Phone: [] Work E-Mail: []
College/Division: [] Department: []

Card Information

The traveler is allowed to purchase airfare, hotel accommodations, ground transportation, registration, meals, etc. (LOCAL FUNDS ONLY)

If the traveler has only State funds, the card is restricted to airfare. No other purchases are allowed.

Table with 4 columns: Banner, Fund, Org, Program. Rows: Default, Alternate.

Will this card be utilized primarily for student travel? []

Select Primary Funding Source:

[] Local [] Grant [] State

Note: Card will not be released until Cardholder successfully completes card training.

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.

College/Division Business Administrator

Responsible for 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)