



PURCHASING CARD TRAVEL CHARGES

Cardholder Name _____	Event Date _____
School/Department _____	Departure Date _____
Name of Event _____	Return Date _____
Destination _____ (City and State)	

****Itemized receipts and an agenda are required for all travel charges****

	Sun	Mon	Tues	Wed	Thurs	Fri	Sat
Charge Dates							
Plane/Train/Rental Car							
Taxis & Shuttles							
Parking & Tolls							
Registration							
Lodging							
Miscellaneous - explain							
Meals (including tip)							
ITEMIZED receipts are REQUIRE D. Tip not to exceed 20%	Breakfast						
	Lunch						
	Dinner						

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