



# 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 - <i>explain</i>							
Meals (including tip)							
<b>ITEMIZED</b> receipts are <b>REQUIRED.</b> Tip not to exceed <b>20%</b>	Breakfast						
	Lunch						
	Dinner						

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