



ETBU

TRAVEL/ENTERTAINMENT CREDIT CARD AUTHORIZATION FORM

Date: _____

Employee Name: _____

Date(s) of Trip/Entertainment: _____

Date of Return: _____

Location: _____

Business Purpose: _____

General Ledger Acct. No.: _____

Estimated Amount: _____

Individual(s) Included: _____

Director/Dean of Department

VP of Division

VP Administration & Finance Signature

- All signatures are required before Credit Card can be checked out
- No personal charges allowed
- Itemized receipt(s) and card due back upon returning from event
- Typically the University will only reimburse cost of a meal for travel which requires an overnight stay
- Snacks & refreshments are not an allowed reimbursable University travel expense except as a substitute for a daily meal

Internal use only

Type of Card: _____

Card Number: _____