



EAST TEXAS BAPTIST  
UNIVERSITY

## 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 School

\_\_\_\_\_  
\$250.00 or over Vice President of Division

\_\_\_\_\_  
\$1,000 or over Vice President for Financial Affairs  
signature required

\*\*\*President signature required in absence of VP\*\*\*

- 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

<b>Type of Card:</b> _____	<b>Internal use only</b>
	<b>Card Number:</b> _____