

**SUL ROSS STATE UNIVERSITY
TRAVEL CREDIT CARD REQUEST**

Date: _____

Card Holders Name: _____

Date card is needed: _____

Trip (Destination) : _____

T#: _____

I will be responsible for all charges resulting from use of the Card and understand that I am responsible for turning in the travel reimbursement voucher with supporting documentation of charges immediately following the trip; no longer than 5 days.

I understand I may be held personally liable for misuse of the card for undocumented charges

I will return the travel card the first working day after the trip.

I also certify that I have a signed Citibank card use agreement on file.

Signature of Requestor

Signature of Account Manager or Supervisor

Approved By Finance and Operations Office

Approved by Accounting Department