



Group Travel Request Form 1501.6.2f

Payment Card Services

Instructions: If paying for group lodging for multiple travelers, submit this completed form to pcard@unc.edu or travelcard@unc.edu to obtain permission to use your P-Card or Travel and Expense (T&E) Card . Please attach additional sheet if needed to include more travelers.

Accountholder: _____ Card Type: _____ Last 4-digits of Card Number:
First Name Last Name

Date(s) of Travel _____ through _____

Purpose of Travel:

Anticipated Expenses

Reasonable estimates are acceptable and please include an agenda if available.

Lodging Expenses: _____ Transportation Expenses: _____ Other Expenses: _____

Details of other anticipated expenses:

Justification for why group Payment is being allowed:

Names & Status of All Group Travelers

Traveler: _____ Non University Affiliate Student Faculty/Staff
First Name Last Name

Traveler: _____ Non University Affiliate Student Faculty/Staff
First Name Last Name

Traveler: _____ Non University Affiliate Student Faculty/Staff
First Name Last Name

Traveler: _____ Non University Affiliate Student Faculty/Staff
First Name Last Name

As the Accountholder, my signature below authorizes charges to my P-Card/T&E Card account for business-related lodging expenses, incurred during the dates of travel provided for the guests listed above.

Accountholder Signature Date

Business Office/Departmental Approver Name Business Office/Departmental Approver Signature Date

* If you are planning to use a 3rd party lodging option, you must complete and submit form [1501.6.1f Non-Hotel Lodging Authorization Request](#).