



1252.2.1f UNC Purchasing Card Student Travel Pre-Approval Request

Please email completed form to pcard@unc.edu.

Submit this completed form for pre-approval of student related travel, to include Lodging, Ground Transportation, and Registration ONLY.

PURPOSE OF TRAVEL: _____

TRAVELER INFORMATION

Student Name: _____ Student Name: _____

Student Name: _____ Student Name: _____

Student Name: _____ Student Name: _____

Student Name: _____ Student Name: _____

Student Name: _____ Student Name: _____

P-CARD ACCOUNTHOLDER INFORMATION

Accountholder Name: _____

Last 4-digits of credit card number:

Total Estimated Cost of Travel: \$ _____

Dates of Travel: From _____ To _____ Destination: _____

As the Accountholder, my signature below authorizes charges to my P-Card account for business-related travel expenses incurred during the dates of travel provided for the students listed above.

Accountholder Signature

Date

Bus. Mgr./Dept Head Name

Signature

Date