



Student Travel Pre-Approval Request Form 1252.2.1f

Instructions: Email this completed form to pcard@unc.edu for pre-approval of student related travel, to include lodging, ground transportation, and registration only. Please attach additional sheets if needed to include more students.

Purpose of Travel:

Student Traveler Information

Student Name: _____
First Name Last Name

Student Name: _____
First Name Last Name

Student Name: _____
First Name Last Name

Student Name: _____
First Name Last Name

Student Name: _____
First Name Last Name

Student Name: _____
First Name Last Name

P-Card Accountholder & Transaction Information

Accountholder Name: _____
First Name Last Name

Last 4-digits of P-Card Number:

* Will you be paying for lodging? _____

Total amount of lodging due: _____

Duration of Lodging: _____ to _____

Lodging initial due date: _____ **Amount Due:** _____

Lodging final due date: _____ **Amount Due:** _____

Will you be paying for ground transportation? _____

Total amount of ground transportation due: _____

Ground transportation initial due date: _____ **Amount Due:** _____

Ground transportation final due date: _____ **Amount Due:** _____

Signatures

As the P-Card 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.

P-Card Accountholder Signature Date

Business Manager/Department Head Name Business Manager/Department Head 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](#).