



1505.2.1f UNC Travel & Expense Card Student Travel Pre-Approval Request

Please email completed form to travelcard@unc.edu.

T&E Card accountholders who are traveling with University students may submit this completed form for pre-approval of student Lodging and Ground Transportation ONLY. Group meals and other travel related expenses are allowable with prior approval of the Business Manager and/or Department Head. Travel meals must still follow the per diem policy.

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: _____

T&E 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 T&E 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