



Student Travel Pre-Approval Request Form 1505.2.1f

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.

Please email completed form to travelcard@unc.edu

T&E Card Accountholder Information

Accountholder First & Last Name: _____

Last 4-digits of T&E Card number:

Total Estimated Cost of Travel: \$ _____

Date of Travel: From: _____ To: _____ Destination: _____

Purpose of Travel:

Student Traveler Information

Student Name: _____ Student Name: _____
First Name Last Name First Name Last Name

Student Name: _____ Student Name: _____
First Name Last Name First Name Last Name

Student Name: _____ Student Name: _____
First Name Last Name First Name Last Name

Student Name: _____ Student Name: _____
First Name Last Name First Name Last Name

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

Business Office/Departmental Approver Name

Business Office/Departmental Approver Signature

Date