



Guest Travel Pre-Approval Request Form 1252.2.2f

Instructions: Email this completed form to pcard@unc.edu for pre-approval of guest lodging and ground transportation only. Please attach additional sheet if needed to include more guests.

Purpose of Travel:

Guest Traveler Information

Guest Name: _____
First Name Last Name

Guest Name: _____
First Name Last Name

Guest Name: _____
First Name Last Name

Guest Name: _____
First Name Last Name

Guest Name: _____
First Name Last Name

Guest 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 lodging expenses, incurred during the dates of travel provided for the guests 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](#).