



# 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](mailto: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