



Airfare Purchase Using a T&E Card - Form 1501.3.1f

Employees airfare purchases must be made using the University Travel Program unless an exception applies as outlined in [Procedure 1501.3 on Air Travel](#). When an employee qualifies for an exception, they are required to purchase their ticket on a personal credit card.

The following ticket was booked outside of the University Travel Program but purchased on the employee's Travel & Expense (T&E) Card:

Accountholder & Airfare Purchase Information

Date of Purchase: _____

Airline Carrier: _____

Total Amount: _____

T&E Card Accountholder's Name: _____

Last 4 Digits of T&E Card Used:

Purchases made on the T&E Card are automatically paid for by the University and are therefore the property of the University. Should any changes or cancellation of this ticket result in a credit being issued to the traveler, those credits are also the property of the University and may only be used for future University travel.

By signing below, I agree that any credits issued to me as a result of this ticket being changed or cancelled will only be used for future travel at the University of North Carolina at Chapel Hill.

T&E Accountholder's Signature

Date