



Purchasing Card (P-Card) Travel Related Expense

INSTRUCTIONS: This form is to be used to document travel-related expenses charged on a cardholder's P-Card. Travel expenses should be charged on a University T-Card for proper reconciliation of employees' approved travel requests and reviewed by the travel department. This form should be completed and uploaded with all supporting documentation when reconciling the P-Card Transaction.

Cardholder Information:

Full Name:	_____	Banner ID:	_____
Department:	_____	Division:	_____
Transaction Amount:	_____	FOAP:	_____
Vendor:	_____	Trip Date:	_____
Do you have an approved pre-approval for travel in ChromeRiver: Yes No			
Report Name in ChromeRiver: _____			

Business Reason for Trip:

Approvals:

Cardholder		Date	
Supervisor/Dept Head		Date	
Travel Dept Approval		Date	
Chief Procurement Officer		Date	
P-Card Administrator:			
Reviewed		Date	

Approval Routing:

Travel Dept	travel@uncfsu.edu
Chief Procurement Officer	vmcallister@uncfsu.edu
P-Card Administrator	pcards@uncfsu.edu