



Travel Card (T-Card) Non-Travel Expense

INSTRUCTIONS: This form is to be used to document non-travel expenses charged on a cardholder's T-Card in error. Non-Travel expenses should be charged on a University P-Card for proper reconciliation and review by the purchasing department. This form should be completed with supporting documentation attached and forwarded to the T-Card Administrator. The Travel Department will forward the form to the business office for processing.

Cardholder Information:							
Full Name: _____				Banner ID: _____			
Department: _____				Division: _____			
Non-Travel Expense Details:							
Vendor Name	Date	Fund Code	Org Code	Account Code	Program Code	Transaction Amount	Business Reason for Purchase

Approvals:			
Cardholder		Date	
Supervisor/Dept Head		Date	
P-Card Administrator		Date	
Chief Procurement Officer		Date	
T-Card Administrator:			
Reviewed		Date	
Business Office Use ONLY:			
Approved Business Office		Date	

Approval Routing:

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