



Travel Card (T-Card) Spending Increase Request

INSTRUCTIONS: This form is to be used for requests for temporary spending increase to existing T-Card limit. Please note that approval is not guaranteed and subject to approval by the Chief Procurement Officer. Once completed and approved, please forward to the University's T-Card Administrator at travel@uncfsu.edu.

Requester Information (Card Holder):

Full Name:		
Banner ID:		
Email:		
Department:		
Division:		
Increase is for:	Athletic Team	Specific Trip
End of Season or Trip End Date:		
Transaction Limit Requested:		

Justification for Increase:

Please provide a detailed explanation as to why the Cardholder needs an increase in their T-Card limit:

- The T-Card Administrator will notify the cardholder once approved. If approved, the increase will only be in effect for **the applicable season, or the specific trip end date, as notated above. The limits will then return to the original base amount of \$2,500 transaction/ \$5,000 daily / \$15,000 monthly.**
- If approval is for a specific trip, a copy of this approved document must be included on the associated trip expense report.

Signatures/Approvals:

Cardholder		Date	
Direct Supervisor		Date	
Dean, if applicable		Date	
Provost or Division VC		Date	
Chief Procurement Officer		Date	

T-Card Administrator:

Date Limit Increased BOA		Exp Date	
--------------------------	--	----------	--