

University Corporation at Monterey Bay

100 Campus Center Seaside, CA 93955-9001

Procurement Card: Travel Needs Statement

This form is only to be completed by employees	whose job/grant requires th	em to travel on a routine basis.
	ill not be awarded to the occ	asional traveler.
Cardholder Information		
Cardholder Name		Title
Cardholder's Otter ID		Dept. ID
Dept. Name		Phone Ext.
Credit Card # (last 8 digits)		
Travel Needs Justification Statement		
Travel Needs Justification Statement can only be completed by the Cardholder's Approving Official Please explain why the cardholder needs to be able to charge travel to their procurement card.		
Approving Official		
I certify I am the approving official for	-	
above and agree to allow tr	ravel charges on his/her p	procurement card.
Name (Print) Cardholder	Signature	Date
As Cardholder I continue to understand	the Corporation Procure	ment Card, and Travel policies
and procedures and accept responsi	•	•
Name (Print)	Signature	Date
Corporation Approval		Duc
	st be approved by Corpo	ration.
Executive Director or designee	Signature	Date

Please send form to University Corporation, CSUMB @ Ryan Ranch