

Agency TCard Order Request Form

Please complete and sign this form to request use of the ATU Travel card for arrangements purchased with Agency Funds. This form is used **only** to request agency funds be used when booking travel arrangements. If departmental budgets are being used to purchase or reimburse for travel expenses, a requisition must be entered prior to travel and this form is not to be used.

Agency Information		
Agency Name:		
Advisor Name:		
Advisor Email:		
Fund to be used for payment of this request.		
Fund	Account	
	240200	
Vendor Information		
Name:		
Contact Person:		
Website:		
Telephone Number:		
Email Address:		
Type of arrangements or service requested.		
<input type="checkbox"/> Rental Vehicle	<input type="checkbox"/> Airfare	
<input type="checkbox"/> Lodging	<input type="checkbox"/> Other _____	
<input type="checkbox"/> Entertainment Tickets		
Description of arrangement or service	Qty:	Price:
	Total	

Signature of Requestor	Date
Signature of Faculty Advisor or other registered signatory	Date

Submit this completed and signed form to Accounting Room 119 at 404 N El Paso .
Upon verification of funds available, Accounting will forward to Travel Services.