

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 Browning Hall Third Floor. Upon verification of funds available, Accounting will forward to Travel Services.