

Request for University Credit Card

_____	_____	_____	_____	_____	
Last Name	First Name	M.I.	Employee Title	Employee ID	
_____	_____	_____	_____		
Department, Division or School	Name of Dean or Chairperson	Name of Vice President	Date		
Are you a full-time employee? → → → → → → → → → → → → →				Yes	No
1. Do you travel frequently on University business?					
If yes, how often ☐ Daily ☐ Weekly ☐ Monthly ☐ Once or twice a month					
What is the purpose of your travel for the University?					
☐ Recruiting ☐ Academic (not research related) ☐ Academic Research					
☐ Fundraising ☐ Athletics ☐ Sponsored Programs (Specify: _____)					
☐ Transportation (Motor Pool) ☐ Other (_____)					

2. Do you travel frequently with students?