

Idaho State University Travel Card Request

Check One: Individual Card Department Card

Department Name: _____

Employee Name: _____

ISU Email: _____

Bengal ID #: _____

Job Title: _____

DOB: _____

ISU Address: _____

Phone #: _____

Travel Delegate #1: _____

ISU Email: _____

Travel Delegate #2: _____

ISU Email: _____

Employee Signature: _____

UBO Signature: _____

Standard travel card limits will be \$2,000 per transaction and \$10,000 per month. If you feel you need an exception to the standard, please submit a Travel Card Limit Exception Request Form. Completed forms can be emailed to travel@isu.edu.

FINANCE AND ADMINISTRATION USE ONLY
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Verified Employee Full-Time Status Effective Date: _____

Approved Card Ordered Employee Training (new cards only)

Denied Reason: _____