



For P & T Cards Use ONLY

Business Hotels, Meals and Vehicles Rental Documentation Form

For internal use only, retain with the monthly P and/or T-Card Statement

Cardholder Name: Department Banner Org. Date: Start Date: End Date: Total Cost:

One form for Each Monthly Trip

Table with columns: Hotel Name, Meals, Rentals. Rows for Trip-1 through Trip-5, including sub-rows for Dates, # of Rooms, # of Meals, # of Days, and T. Cost.

Please complete this form for meals for Teams or Team Prospect and Training for Consulting Training Employees

This form is to be used if you have a valid University Business Travel Expense and the P- and T-Card is used. Use of this form requires that if you have documented the Pre-requisite information supporting the University Travel Policies. All business travels and or other expenses must comply with the University's Policy on Travel for a complete description; consult the University's Travel Manual.

Please keep this form with the Itemized Receipts

Form sections: Number of People in attendance, Business Purpose, Place and Purpose of Meals, Business Purpose for: Vehicle Rental.

Signature of Cardholder

Signature of Department Head

Copy Distribution: White - Purchasing, Canary - Accountants, Pink - Department