



## 1252.2.1f UNC Purchasing Card Student Travel Pre-Approval Request

Please email completed form to [pcard@unc.edu](mailto:pcard@unc.edu).

*Submit this completed form for pre-approval of student related travel, to include Airfare, Lodging, Ground Transportation, and Registration ONLY.*

PURPOSE OF TRAVEL: \_\_\_\_\_

### TRAVELER INFORMATION

Student Name: \_\_\_\_\_ Student Name: \_\_\_\_\_

Student Name: \_\_\_\_\_ Student Name: \_\_\_\_\_

Student Name: \_\_\_\_\_ Student Name: \_\_\_\_\_

Student Name: \_\_\_\_\_ Student Name: \_\_\_\_\_

Student Name: \_\_\_\_\_ Student Name: \_\_\_\_\_

### P-CARD ACCOUNTHOLDER INFORMATION

Accountholder Name: \_\_\_\_\_

Last 4-digits of credit card number:

Total Estimated Cost of Travel: \$ \_\_\_\_\_

Dates of Travel: From \_\_\_\_\_ To \_\_\_\_\_ Destination: \_\_\_\_\_

As the Accountholder, my signature below authorizes charges to my P-Card account for business-related travel expenses incurred during the dates of travel provided for the students listed above.

\_\_\_\_\_  
Accountholder Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Bus. Mgr./Dept Head Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date