

*Gas card agreements will not be considered if the travel request form is not submitted according to the Sport Clubs guidelines. Please refer to the Sport Clubs manual for more information.

cards _____
 \$ _____

Travel app # _____
 init. check out _____
 Date checked out _____

Club Name: _____

1 _____ 2 _____
 Card Number Expiration Card Number Expiration

Gas Card Users:

Name	PLID (A00XXXXXX)	Birthdate	Driver's License #

By initialing each of the items I verify that I have read, understand and will abide by all stipulations.

Inclusive travel dates: _____
 From To

_____ I will limit my club's use of the above mentioned card(s) to a total of \$ _____ unless a verifiable emergency exists.

_____ I will limit my club's use of the card(s) for purchases in traveling to and from _____
 City, State for Event sponsored by Name of the Host

_____ I will limit use of the card(s) to gas purchases unless a verifiable emergency exists.

_____ I will supply all receipts which pertain to the use of the card(s), as well as the cards, within 48 hours of the club's return.

_____ I will exercise due care in the use of the card(s), and if lost or stolen, will immediately notify the Assistant Director of Sport Clubs.

_____ I understand that all expenditures will be debited from my club's Campus Recreation Account upon the receipt of the bill and that I may be held personally liable for inappropriate/undocumented purchases.

Agreed on this date: _____, 20_____

Name: _____ Phone Number: _____ PLID # _____
 Print

OFFICE USE ONLY-Tape all receipts to back; make copy and place in club's binder (do not copy receipts)

Date card returned to the office _____ Returned Late? Y / N Amount charged _____

Any receipts missing? Y / N Amount missing _____ Supervisor _____

Any additional comments or notes