

# ***Request for Use of Community College of Aurora Central Travel Event Card***

A request must be completed for each travel occurrence.

**Traveler's Name:** \_\_\_\_\_ **Dates of Travel:** \_\_\_\_\_

**Travel Authorization #:** \_\_\_\_\_

\*\*\*A State Travel Request and Authorization form must be submitted to Accounts Payable before this request will be considered. This form should be submitted in conjunction with the authorization form.\*\*\*

**Use of Event Card:** Check all that apply.

\_\_\_\_\_ **Hotel Reservations**

- Charges are to be for ***lodging only***.
- Incidentals such as room service, movies, etc., cannot be paid with this card.
- A receipt from the lodging establishment must be submitted to Accounts Payable after travel is completed.

\_\_\_\_\_ **Car Rental**

- Charges are to be for ***rental only***.
- Charges for gas and/or upgrades cannot be paid with this card.
- Gas charges will be reimbursed to the traveler.
- A receipt from the car rental agency must be submitted to Accounts Payable after travel is completed.

I agree to accept responsibility for the protection and proper use of this card. The card is to be used to pay vendors for only the allowable goods and services, as listed above, for official state government travel. I cannot use the card for personal purchases or personal travel.

I understand that in the case of willful or negligent default of these obligations, the Community College of Aurora shall take any recovery and/or disciplinary action deemed appropriate that is permitted by law.

\_\_\_\_\_  
Signature of Requestor

\_\_\_\_\_  
Signature of approving authority (A/P use)