

**UNIVERSITY OF MARYLAND
TRAVEL CARD APPROVING AUTHORITY RECORD**

Date of Request: _____

Cardholder
Name: _____

Department: _____

TYPE OF REQUEST

Add Approving Authority – Please complete information below.

Remove Approving Authority _____

Approver(s) – Person(s) authorized to review and approve Travel Card Transactions and Travel Card Logs

Approver(s): I certify that I will review the Travel Card transactions monthly to ensure that receipts for all transactions are filed, the University Travel Card statements have been reconciled, all transactions have been accurately recorded, and all charges are allowable, appropriate, and authorized. I also understand and will perform the duties of approver/reviewer as detailed in travel policies and Travel Card Cardholder and Approver Responsibilities and Procedures, which is online at <http://www.dbs.umd.edu/travel/responsibilities>.

Primary Approver Name: _____	Other Approver Name: _____
Phone Number: _____	Phone Number: _____
Email: _____	Email: _____
UID: _____	UID: _____
Signature: _____	Signature: _____

If adding additional Approvers, please complete additional forms.

Approved by:

Department Head Name/Title (Print or Type)

Department Head Signature/Date

Once the form is completed, forward this request to the Department of Business Services, Travel Services, 2107 Patapsco Building, College Park, MD 20742 or fax to 301.405.0555.