



Travel Exception
Procurement Card Program

Cardholder Information

Cardholder Name: _____ Date Requested: _____
Department: _____ Last 4 Digits of Card: _____

Reason for Exception

Terms and Conditions of Exception

All Purchases must be for non-employee and student travel

Appropriate Uses

- Restaurants that are located in hotels
- Travel accommodations for non-employees and students where the total bill is under the single purchase limit of the card

Inappropriate Uses

- Any travel related charges for an employee or student
- Non-employee travel charges that would require a purchase over the Cardholder's single purchase limit

Cardholder Acknowledgment & Certification of Signature

I hereby acknowledge that an exception has been made for my Procurement Card so that I may make travel related purchases for non-CSM employees and students. I also agree to only use this when the transaction is within my Single Purchase Limit. I agree to comply with all terms and conditions that are stipulated with this exemption. I understand that not following these rules will result in a Violation Notification.

Cardholder Signature

Date

Approving Officials' Signature

Date

Controller

Date