



**Prohibited Travel Expense Deposit Form
Corporate Travel Credit Card Program**

University Accounting Services
Accounts Payable - Travel
3801 W. Temple Avenue, 121-East-2nd Floor-2160 | Pomona, CA 91768
Email: travel@cpp.edu

This form should be used when reimbursement is needed for a prohibited purchase made on the Corporate Individual or Departmental Travel Cards. It is the cardholder's responsibility to resolve any transactions that are prohibited from being purchased using the Corporate Travel Card Program. In the event prohibited transactions are identified, the cardholder must reimburse the University with a check in the amount of the prohibited transaction(s) within 10 days of the transaction occurring. The check must be made **payable to 'Cal Poly Pomona'** and submitted to Student Accounting and Cashiering for deposit; with copies of the check and cashiering receipt included with the itemized receipts submitted in the monthly reconciliation package. *Student Accounting and Cashiering is located in Bldg. 121-East-1st Floor-1160 (Green Area).*

I. Cardholder Information		
Last Name	MI	First Name
Email	Phone Ext.	Department

Select the Travel Card Program you are reimbursing for a prohibited charge:

Corporate **Individual** Travel Credit Card

CFS to Credit: 660003-POM01-99602-0602-C5018

Short Name: **CORPINDCC**

Corporate **Departmental** Travel Credit Card

CFS to Credit: 660003-POM01-99602-0602-C5017

Short Name: **CORPDEPTCC**

Description of Prohibited Travel Expense being Reimbursed	Amount
Total	

II. Cardholder Signature	
<i>Cardholder's Signature</i>	<i>Date</i>