



## US Bank Corporate Travel Card Application

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

This form should be used to apply for a new or make changes to an existing CPP Corporate Travel Credit Card. The CPP Corporate Travel Credit Card Program allows travelers to arrange and prepay registration, lodging and airfare expenses related to approved university business travel. In addition, a frequent traveler who is issued an individual card can utilize his/her card for further expenses incurred while on their trip. Goods and services not related to approved university business travel are not allowed in this program.

I. Type of Request (Check appropriate boxes below)	
Expected Frequency of Travel (Annually): _____ (Ex. 2-trips; 3-trips, etc.)	
New Account	
Corporate Individual Travel Credit Card	Corporate Departmental Travel Credit Card
Account Maintenance	
Name Change	Default Chartfield Change
Monthly Credit Limit Adjustment	Single Transaction Limit Adjustment
Other: _____	
Account Closure	
Termination/Employee Separation	Voluntary Closure

II. Cardholder Information		
Last Name	MI	First Name
Position Title	Date of Birth	Email
Department	BroncoNumber	Phone Ext.

III. Credit/Transaction Limit Adjustment (Enter the new limit being requested below)	
\$ _____ .00 Monthly Credit Limit	\$ _____ .00 Single Transaction Limit
Justification: _____	

IV. Default Chartfield					
Account	Fund	Dept ID	Program	Class	Project (Optional)

V. Cardholder Acknowledgement	
<p><i>I understand and agree that the card I am applying for will be used for business related travel charges only. I am responsible for all charges on the credit card; and I am not authorized to place personal expenses on the card. I am responsible for completing my monthly reconciliation statement within the established timeline for the card I am issued. Should I fail to comply with the appropriate use and procedures of the Corporate Travel Card Program at CPP, the card may be cancelled and a new card may not be issued. I have read and understand the US Bank Corporate Travel Card Procedures for the card I am applying for.</i></p>	
Cardholder's Signature	Date

VI. Authorization	
Approving Official's Printed Name <sup>1</sup>	
Approving Official's Signature	Date
Department Head/Dean Printed Name	
Department Head/Dean Signature	Date

<sup>1</sup> Approving Official must be at least one level above the cardholder

**University Accounting Services Use Only**	
Director/Controller Review:	Request Processed by:
<input type="text"/>	<input type="text"/>
<input type="checkbox"/> Process <input type="checkbox"/> Deny	Date Request Processed: _____

PLEASE EMAIL APPLICATION TO [TRAVEL@CPP.EDU](mailto:TRAVEL@CPP.EDU)