

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. Towns of Dogwood					
	Check appropriate boxes below)				
	Expected Frequency of Trave	el (Annually):		(Ex. 2-trips; 3-trips, etc.)	
New Acc	ount				
Corporate Individual Travel Credit Card			Corporate Departmental Travel Credit Card		
Account	Maintenance				
	Name Change		Default Chartfield Change		
Monthly Credit Limit Adjustment		justment	Single Transaction Limit Adjustment		
	Other:				
Account	Closure				
Termination/Employee Separation		Separation	Voluntary	Closure	
II Cardhaldar Infar	mation				
II. Cardholder Infor	mation				
Last Name		MI		First Name	
Position Title		Date of Birth		Email	
Department			BroncoNumber		Phone Ext.
III. Credit/Transacti	on Limit Adjustment (Enter	the new limit being requested	d below)		
\$.00 Monthly Cre	edit Limit	\$	00 Single Tra	ansaction Limit
Justificatio	on:				
Justilicati	UII.				
D. Defects Chartie					
IV. Default Chartfie Account	ld Fund	Dept ID	Program	Class	Project (Optional)
		Dept ID	Program	Class	Project (Optional)
	Fund	Dept ID	Program	Class	Project (Optional)
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