

Spearfish Travel Card Form



Supervisor Authorization

Staff Member: _____

Date(s) of Travel: _____

Location of Travel: _____

Authorized Purchases: Fuel Accommodations

Estimate of Total Costs: _____

Authorizing Signature: _____

Finance staff completed set-up of card: _____

Card Check Out

I, _____, have received possession of travel card # _____,

on _____ (date), and acknowledge that it may only be used for the purchases noted above,

for the dates indicated, and that all receipts must be coded and submitted with the card to the Finance

Office upon return to regular duties after the approved travel.

Staff Signature: _____

Card Check In

Finance staff receiving card: _____

Date: _____

Receipts attached: Yes No

Finance staff deactivated card (date): _____