

REQUEST TO CHARGE TRAVEL FOR UNIVERSITY BUSINESS

Date of Request _____

Please Print Name of Traveler Social Security Number

Permanent Address

Business Purpose

Destination Department & Return Dates

If non-resident alien, attach completed LA-6 form with copies of I-94 card and visa. Type of Visa _____.

I request authorization to charge Stanford University business travel for the _____ Department, not to exceed the maximum amount authorized by the Department, using the American Express Department Account. Upon receipt of this form, the Department Account Custodian will authorize Navigant International at Stanford to issue documents for this traveler and charge them to the Department Account. Within three University working days after my return. I agree to complete an expense report and submit receipts for transportation, hotels, car rental, and other pertinent items. I will be personally responsible for the payment of any charges requested which are not properly chargeable to University business.

Estimated Total Costs _____

Signature Date

APPROVED

Signature of authorized approver on account Maximum Authorized Amount PTAEO

CUSTODIAN RECONCILIATION FORM

Date	Charge To Amex Account	Expenses Incurred	
			Air
			Hotel
			Meals
			Car
			Misc.
TOTALS			

- List charges to Department Account, including Travelers Checks issued, and date charged
- List expenses from receipts presented by traveler
- Total each column

Enter total Charges	\$
Subtract total Expenses	--
Difference	\$

- If the total charges exceed the expenses, have the traveler write a check payable to AMERICAN EXPRESS. Custodian notes the account number on the front of the check and sends it to American Express.
- If the total expenses exceed the charges, the SNAP check request will reimburse the traveler along with the payment to American Express.

Requisition # _____ Date paid _____ Amex Statement Date _____