



### Department Authorization for a Corporate Travel Card

Corporate travel cards issued to temporary employees, graduate students and Post Docs, are approved on a case by case basis and must be verified by the employee's department head or designee and approved by the Corporate Travel Card Program Administrator.

#### Employee Applicant Information

Full Name (First, MI, Last)

Department

Job Title

Permanent  Temporary  If temporary, job end date

Full time  Part time

Post Doc  Graduate Student

\*\*\*\*\*

**I verify that the above employee will be traveling on University business, will be reimbursed by the University for that travel, and that the employee is anticipated to hold this position for at least one year.**

Department Head or Designee

Title

Phone Number

Email

Date

Please return the completed application to the Corporate Travel Card Program Administrator, c/o Procurement Department, Goodell Building, or to [travel@admin.umass.edu](mailto:travel@admin.umass.edu).