



Seawolf Service Center
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Use of ProCard for University Travel Expenses Form
(Conference/Meeting Registration fee and Local Enterprise Rental Car only)

I hereby certify that the following travel expense(s) were paid by a University-issued ProCard credit card and I will not seek travel reimbursement now or in the future for the expense(s):

Conference/Meeting Registration Fee

Amount paid: _____ (A conference/meeting agenda must be included with the Travel Expense Claim; **Note:** Meals included as part of the conference/meeting registration fee can't be claimed individually on the Travel Expense Claim)

Local Enterprise Rental Car

Amount paid: _____ (A copy of the rental invoice must be included with the Travel Expense Claim)

Traveler's Name: _____ Department Name: _____

Name of ProCard Holder: _____

Date(s) of Trip: _____ Destination: _____

I certify that the above noted travel expenses were approved in advance in accordance with the CSU Travel Policy, the trip has been approved in advance, and that all expenses were for the official business of the University. I will properly submit a Travel Expense Claim* form to document ALL expenses including the above items within 10 days after completion of travel if an advance has been issued or 30 days after completion of travel if an advance has not been issued.

Traveler's Signature: _____ **Date:** _____ **Ext:** _____

ProCard Holder's Signature: _____ **Date:** _____ **Ext:** _____

*If travel reimbursement will not result from the above noted trip, i.e. no additional expenses will be submitted for reimbursement, a Travel Expense Claim will not be required.