



# University of Pittsburgh Johnstown Travel Card Change Request

<u>Modify Card Option (s)</u> Cardholder Name	Last 8 Digits on the Card	Cycle Limit	Transaction Limit	Daily Limit	Note: Either a Temporary or a Permanent change
		\$	\$	\$	
		\$	\$	\$	
		\$	\$	\$	
<u>Cancel Travel Card(s)</u> Cardholder Name	Last 8 Digits on the Card	Reason for Cancel			
<u>Name Change</u> Cardholder Name	Last 8 Digits on the Card	New Name:			

\*\*\* Include Last 8 Digits on the Card \*\*\*

Cardholder Name (printed): \_\_\_\_\_

Email Address: \_\_\_\_\_

Date: \_\_\_\_\_

Cardholder Signature: \_\_\_\_\_

Cardholder Supervisor Name (printed): \_\_\_\_\_

Email Address: \_\_\_\_\_

Date: \_\_\_\_\_

Cardholder Supervisor Signature: \_\_\_\_\_

Please return the completed form to the Business Office 125 Blackington Hall.

Option Types	Option 1 Rare Traveler	Option 2 Infrequent Traveler	Option 3 Frequent Traveler	Option 4 Heavy Traveler, Dept Admin, Group Travel Arranger
Transaction Limit	\$2,000	\$5,000	\$10,000	\$20,000
Daily Limit	\$2,000	\$5,000	\$10,000	\$20,000
Cycle Limit	\$5,000	\$10,000	\$30,000	\$50,000