



Purchasing Card One-Time Trip Change Form

Section 1 – Cardholder Information

_____ Cardholder Name _____ Cardholder ID # _____ Last 6 of Card #

___ I request a single transaction limit for expenses for this trip of _____.

___ I request a monthly cycle limit for the trip of _____.

___ I acknowledge that my transaction & cycle limits will return to my default limits the day after my return.

___ I acknowledge that it is my responsibility to submit a completed TA form prior to purchasing anything for the trip.

Date to begin higher limits _____

Travel Dates-start Date _____ end date _____ # of Nights _____

Trip Destination _____

Traveling in Group _____

Section 2 – Budget Administrator Information and Approval

_____ Budget Administrator’s Name _____ Budget Administrator’s Signature

Signature of Cardholder _____ Date _____