

Cardholder Name (printed): _____

Department: _____

The travel exception may be used to purchase mass domestic transportation tickets, baggage & allowable airport taxes only and must comply with University Travel Policy.

By signing below, Cardholder & Approver acknowledge limits of and accept responsibility for:

- ✓ Limitation – travel insurance is not allowable per the Department of Accounts (DOA).
- ✓ Limitation - international travel ticket purchases must include preapprovals with receipt upload.
- ✓ Limitation – exception allows for mass transportation only (airline, bus, train) at coach or economy level.
- ✓ Limitation – exception allows for purchase of ONLY ticket, baggage, and airport fees/taxes.
- ✓ Limitation -- other business travel expenses are not allowable on the PCard, including but not limited to, wifi, lodging, restaurant meals, seating upgrades, shuttles or taxi services.
- ✓ Limitation -- Some airline travel regulations require that passengers who purchase electronic tickets with a charge card must produce the card at check-in. It is recommended that verification be performed with the airline of choice to determine the airline's practices.

- ✓ Responsibility - Comply with [University Travel policies](#), including the Travel Credits Policy which addresses credits, reduced rates or free services accruing to the University and knowledge of non-reimbursable expenses.
- ✓ Responsibility - Comply with University Travel Registry requirements, per Policy 1007, which requires all foreign and domestic travel to be entered into the ORM [Travel Registry](#) managed by [Risk Management](#).

I certify by my signature below my understanding of the use of the travel exception.

_____ Cardholder Signature & Date

_____ Approver/Reviewer (printed name)

_____ Approver/Reviewer Signature & Date

Please scan completed form to the PCard Program Administrators at PCardAdmin@odu.edu and allow 3-5 business days for processing.