

For Office Use Only

Cashier's Initials

Traveler's Check Request Form Agency 207, Academic Division

Traveler Information

Name _____
Last Name First Name M.I.

Email ID _____ @virginia.edu Phone Number () -

Department Name _____ PO Box # _____

Travel Information

Dates of Travel _____

Destination(s) _____

Purpose _____

Amount Requested \$150 \$200 \$300 \$500

Traveler's Checks Regulations

- Traveler's Checks may only be purchased and picked up by the University Travel Card holders. **The University Travel Card and photo ID will be required at the time of purchase.**
- Traveler's Check purchases in excess of \$50 per day require additional justification. Please attach justification to this request form.
- To be eligible for purchasing Traveler's Checks, planned travel must include an overnight stay; day trips do not qualify.
- This form must be completed and signed by both the Traveler and Department Head prior to purchase.
- Traveler's Checks may be purchased at the Cashier's Office in the lower level of Carruthers Hall.



Traveler's Agreement

I've requested these Traveler's Checks to pay for expenses incurred during official University Travel that are not able to be billed directly onto my University Travel Card (i.e. paying for a taxi).

Traveler's Signature _____ Date _____



Department or Activity Head Approval

I certify that the employee listed above is traveling on official University business and authorize the issuance of traveler's checks as a charge against his/her University Travel Card.

Name (Print) _____ Title _____

Signature _____ Date _____