


Cards are submitted on Travel's website



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# Travel Card Application and Forms

Form	Description
<a href="#">Travel Card Application Form</a>	Complete to obtain necessary approvals and apply for a card. Must attach Travel Card Cardholder Agreement for application to be processed.
<a href="#">Travel Card Cardholder Agreement</a> 	Authorization to commit funds on behalf of the University : must be submitted with Travel Card Application Form.

**2**

Attach Cardholder agreement; Your supervisor is listed as "approver" on this form + your department base account must be the Cost object

**1**

Your signature + Marissa Paeglow [mpaeglow@bu.edu](mailto:mpaeglow@bu.edu) signs for Questrom (Financial Approver)