

YESHIVA UNIVERSITY PURCHASING CARD (P-CARD) PROGRAM PRE-AUTHORIZATION TRAVEL FORM FOR SPONSORED FUNDS

This Pre-Authorization Form must be completed and presented for approval prior to using a Purchasing Card. This Pre-Authorization Form must be submitted to Research Finance prior to making the travel arrangements.

REQUESTED BY:

Name _____ Phone Number _____

Date _____

Card Name & Last 4 digit of Account Number: _____

SPONSORED FUND(S) TO BE CHARGED, BY FOAPAL DOLLARS

AMOUNT OF PURCHASE _____

DATES OF TRAVEL _____ thru _____

AIRLINE CARRIER _____

DESCRIPTION AND BUSINESS PURPOSE OF PURCHASE

(Please attach appropriate backup)

RESTRICTIONS

*Alcohol, entertainment, dry-cleaning, office supplies, hotel in-house movies are NEVER allowed on federal projects.

*Travel charges must comply with the maximum allowable spend limits detailed in the Yeshiva University Travel Policy, as well as Sponsor regulations.

**Sponsored* funded travel must comply with regulations as to ticket class. Federal regulations for international travel must comply with the "Fly America Act". Federal travelers are required by 49 U.S.C. 40118, commonly referred to as the "Fly America Act," to use United States air carrier service for all air travel and cargo transportation services funded by the United States Government. One exception to this requirement is transportation provided under a bilateral or multilateral air transport agreement, to which the United States Government and the government of a foreign country are parties, and which the Department of Transportation has determined meets the requirements of the Fly America Act.

AUTHORIZATION SIGNATURE _____ DATE _____
(Research Finance)