

CITY OF NORWICH

Pcard Travel Request Form

This form must be completed before City business travel when a Pcard holder will use their City issued P-card for travel related expenses including but not limited to: airfare, accommodations, meals, transportation, and conference/meeting related entertainment. The person requesting approval should provide any supporting documentation such as the meeting or conference agenda along with this request. Once approved, this form or a copy thereof should be submitted with your monthly Pcard statements related to this request.

Person Requesting Approval: _____

Dates of Travel: _____

Purpose of Travel: _____

Signature of Person requested use of Pcard

Date Requested

Signature of Department Head of Pcard

Date Requested

Signature of City Manager or Designee approving request

Date Approved

