

Application for Cash Withdrawal Capability

- - - US Bank Business & Travel Expense Visa - - -

Card Holder Name : _____ BU ID: _____

Trip Start Date: _____ Trip End Date: _____

Amount Being Requested: _____

Reason for Withdrawal(s):

Itemized receipts must be retained for **ALL** purchases made with withdrawn cash. The card holder is responsible for importing all US Bank Business & Travel Expense Visa withdrawal transactions into a Concur expense report within thirty days from the date of the withdrawal. Within thirty days upon the return from their trip, the cardholder or their delegate must mark the withdrawal(s) as personal and then enter in their withdrawn cash purchases as out of pocket line items within the expense report.

Doing the above ensures that all withdrawn cash is properly accounted for. Additional cash withdrawn but not used on business expenses will be deducted from the card holder's paycheck. Failure to adhere to these policies may result in financial repercussions to the cardholder and/or revoked or decreased card privileges.

Card Holder Signature: _____ Date: _____

Direct Supervisor Print Full Name: _____

For Financial Approvers:

By signing off on this cash withdrawal you are not only confirming the traveler's necessity for cash withdrawal capability while traveling on university business but also committing that the department, and the cost object that the associated trip and expenses will be charged to, has the available funds necessary to cover such expenditures.

Financial Approver Print Full Name: _____

Financial Approver Signature: _____ Date: _____

Primary Cost Center for Cardholder: _____

Please scan and email this completed and signed application to the Travel Department at:
tcards@bu.edu