

Texas Southern University * 3100 Cleburne Street *
Houston * Texas 77004
Office of Procurement Services

TO WHOM IT MAY CONCERN:

_____ is authorized to use the Department Travel card shown below to pay for room, taxes, fees, parking, and other business related expenses incurred during their stay reserved on reservation number _____. Meals are excluded and prohibited from being charged on the card. _____ will not be in possession of the Department Travel card upon their arrival. A photo copy of the card is presented below.

Should this payment method not be acceptable or you have any questions, please feel free to contact me at :

Contact # _____

FOR THE TRAVELER:

Any personal expenses such as in-room movies must be separated from your bill and paid for with a personal card. Personal expenses may not be paid on the Department Travel Card. All room expenses must fit within University guidelines or federal out-of-state lodging limits.

Thank You

Signature: _____

Department Contact Name: _____

Department: _____

PHOTO COPY FRONT
OF DEPARTMENT TRAVEL CARD

PHOTO COPY BACK
OF DEPARTMENT TRAVEL CARD