

Travel – Visa Business Travel Card - Application

Effective: 01-Jul-09

Revised: 23-Mar-11

Purpose

This policy explains how to complete the application to request a Visa Business Travel Card. Obtain the card application form from the State Travel Office.

Instructions for Entry

Field	Description
<i>Name</i>	Enter your name as it is used for identification purposes (first, middle, last).
<i>Employee Home Address</i>	Enter your complete home address. Give the street address (no P.O. Boxes), city, state, and 6-digit zip code.
<i>Home Phone</i>	Enter your home phone number, including your area code.
<i>Business Phone</i>	Enter your business phone number, including your area code.
<i>Social Security Number</i>	Enter your Social Security Number.
<i>Department/Division Name</i>	Enter your Department AND Division.
<i>Years Employed</i>	Enter number of years in your current position.
<i>Gross Monthly Income</i>	Enter gross monthly income.
<i>Hierarchy Number</i>	Enter hierarchy number
<i>Signature of Applicant</i>	Sign your name the way you will sign your card.
<i>Date</i>	Enter the date you sign your application.
<i>* Authorized Signature</i>	Enter the Agency's signature of authorization.
<i>Date</i>	Enter the date this form is authorized.

Send the Form to the State Travel Office

* *Authorized Signature* - The Department Director/Designee and the State Travel Manager will sign as the authorizing officers on the application.

For any questions on filling out the travel card application, please contact Tami Nelson at (801)-538-3109 or Kevin Lucas at (801)-538-3357.