

Poarch Band of Creek Indians Travel Card Request Form

Travel Cards are to be used by employees of PBCI and tribal council members who travel on PBCI business. Employees and tribal council members agree to adhere to the company's policy on the use of company travel cards. Cards are not to be used for personal purchases, purchasing company assets or online shopping. All refunds or returns will be credited back to the card, no cash returns allowed. Travel Cards are not to be shared with any other person. Cardholder will report lost or stolen cards immediately along with any discrepancies. The improper use of the company credit card will result in disciplinary action including termination. Travel Card is only to be used for travel related expenditures only.

Name-Travel Card Cardholder
(Please type or print)

Name Travel Card Cardholder Signature /
Date

Title: _____ Employee ID # _____

Department: _____ Email Address: _____

Travel Card Cardholder Supervisor's
Signature:

Finance Department Only:

CFO Signature {for Council members only}/ Date

Controller or ACFO Signature/ Date

Approved: Yes No

Comments:
