

Document ID: \_\_\_\_\_

**Travel Credit Card Authorization**  
**School of Law**

Student Organization or Law Department: \_\_\_\_\_

Hotel Name: \_\_\_\_\_

Hotel Address: \_\_\_\_\_

Hotel City/State/Zip: \_\_\_\_\_

Hotel Phone: \_\_\_\_\_

Conference Name: \_\_\_\_\_

| Room<br>Pairing # | Traveler Name | RTA # | Check in<br>Date | Check Out<br>Date | If sharing a room list<br>pairing number |
|-------------------|---------------|-------|------------------|-------------------|--|
| 1                 |               |       |                  |                   |  |
| 2                 |               |       |                  |                   |  |
| 3                 |               |       |                  |                   |  |
| 4                 |               |       |                  |                   |  |
| 5                 |               |       |                  |                   |  |
| 6                 |               |       |                  |                   |  |
| 7                 |               |       |                  |                   |  |

My signature certifies that I understand:

Only authorized lodging and tax may be charged to the Accounting Travel credit card. I will be asked to provide my personal credit card for unauthorized charges.

A paid hotel folio will be returned within 2 business days of my return. Due: \_\_\_\_\_

State of Texas lodging tax is not an allowable charge, please review folio and make adjustments if needed before leaving the hotel.

Future use of the credit card may be suspended if paperwork is delinquent.

Print Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_