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*\*\*Remember, use of this exception must be in line with all University Travel policies, including the Travel Credits Policy which addresses credits, reduced rates or free services accruing to the University.\*\**

Cardholder Name (printed): \_\_\_\_\_

Department: \_\_\_\_\_

**The travel exception may be used to purchase mass domestic transportation tickets only and must comply with University Travel Policy.**

**By signing below, Cardholder acknowledges and agrees to limits of this exception.**

- ✓ This exception does not allow for the purchase of international travel tickets.
- ✓ Mass transportation includes coach or economy airline, bus, and train tickets only.
- ✓ Other business travel expenses are not allowable on the PCard, including but not limited to, international travel, car rental, lodging, restaurant meals, seating upgrades, shuttles or taxi services.
- ✓ Note: Some airline travel regulations require that passengers who purchase electronic tickets with a charge card must produce the card at check-in. It is recommended that verification be performed with the airline of choice to determine the airline's practices.

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***I certify by my signature below my understanding of and agreement to the use of the travel exception.***

\_\_\_\_\_ Cardholder Signature & Date

\_\_\_\_\_ Approver/Reviewer (printed name)

\_\_\_\_\_ Approver/Reviewer Signature & Date

PA Notes:

*Please scan completed form to the PCard Program Administrators at [PCardAdmin@odu.edu](mailto:PCardAdmin@odu.edu) and allow 3-5 business days for processing.*