

Business Travel Credit Card Authorization Form Sample

The **business travel credit card authorization form** sample streamlines expense management by granting approval for card use during company trips. This document ensures proper accountability and adherence to corporate travel policies. Using a standardized form helps maintain organized financial records and simplifies auditing.

Employee Information

Employee Name:

Employee ID:

Department:

Travel Details

Destination:

Travel Dates:

MM/DD/YYYY - MM/D

Purpose of Travel:

Credit Card Authorization

Cardholder Name:

Credit Card Number (last 4 digits only):

Authorized Limit:

e.g., \$2,000

Authorization Valid For (dates):

MM/DD/YYYY - MM/D

Approvals

Approving Manager Name:

Manager Signature:

Date Approved:

Submit Authorization