



Finance & Administration Division, Controller's Office  
**PNC Bank Corporate Travel Card Application**

|                                                                                                                                                                                                     |                          |                            |  |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|----------------------------|--|
|                                                                                                                                                                                                     |                          |                            |  |
| <b>First</b> (Name on card appears as First, Middle, Last)                                                                                                                                          |                          | <b>Last</b>                |  |
|                                                                                                                                                                                                     |                          |                            |  |
| <b>Cardholder UID</b> (University ID#)                                                                                                                                                              | <b>RIT email address</b> | <b>RIT phone extension</b> |  |
| <div style="border-bottom: 1px solid black; margin-bottom: 5px;"></div> <div style="border-bottom: 1px solid black; margin-bottom: 5px;"></div> <div style="border-bottom: 1px solid black;"></div> |                          |                            |  |
| <i>Home Mailing Address</i>                                                                                                                                                                         |                          | <i>Home Phone</i>          |  |

☐ **Authorization and Approval:**

- ❖ The PNC Bank Corporate Travel Card may be used for approved RIT business travel and hospitality only. The card may not be used to pay for personal expenses. I am responsible to pay for all charges made to my PNC Bank Corporate Travel Card; I will remit payment directly to PNC Bank.

Employee Signature

Date

Supervisor Signature  
 (At least one level above Employee)

Date

☐ **Application Review:**

Reviewed by

Date

☐ Approved

☐ Declined

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 CHN

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