



City of Middletown

Request for P-Card Travel Expenses

Please read the City's p-card travel policy before using this form. The policy may be found online at <http://www.cityofmiddletown.com/pcard/travelmemo.pdf>

To be completed by the cardholder:

Dates of Travel:	from:	Number of Nights (lodging):	
	to:		
Destination and Purpose of Travel:			

Please estimate your travel expenses by category, including **ONLY** expenses you plan to put on your p-card:

1) Conference registration:	\$
2) Airfare / railfare:	\$
3) Auto rental:	\$
4) Taxi / other auto service:	\$
5) Meals	\$
6) Lodging:	\$
7) Parking:	\$
8) Other (please itemize):	\$
	\$
TOTAL:	\$

Signature:		Date:	
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To be completed by the cardholder's department head

I approve deny this request for p-card travel expenses.

Signature:		Date:	
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To be completed by the Mayor of Middletown

I approve deny this request for p-card travel expenses.

Signature:		Date:	
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Mayor's Office: Please return completed copies of this form to the cardholder, cardholder's department head, and P-Card Program Administrator.