

Travel Card Temporary Increase Request

Instructions:

1. Submit related Spend Authorization in Workday - [view job aid](#)
2. Complete this Temporary Increase Request Form, red fields required
3. Save completed form and email [here](#)

Cardholder Name:

Date Requested:

Workday Spend

Authorization Number:

Complete applicable details below. Values need to match Spend Authorization amounts.

Beginning Date:

Ending Date:

- Requested Monthly Credit Limit:
- Temporary Single Transaction Limit:
- Temporary Restriction Lift:

Please remember to review the College's Travel procedures when using the Travel Card to ensure you are in compliance. ([link to Travel Office webpage](#))

Contact the [Travel Office](#) if Spend Authorization is pending approval and there is an urgent deadline.