

## 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 travel office [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:

Cardholder Signature: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_

Please remember to review the College's Travel procedures when using the Travel Card to ensure you are in compliance. ([link to Travel Intranet – Network access or remote desktop needed](#))  
[Link to Travel Documents and Forms](#).

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