



Visa Travel & Expense Card Maintenance Request Form

CARDHOLDER

Name (printed)

Signature

Dept / Bldg

UCID #

E-mail

Date

Telephone

T&E Card number
last 5 digits only

TYPE OF REQUEST - Select the appropriate action and provide a detailed explanation:

Email Address Update (entered above)

Cancel T&E Card (a)

Suspend T&E Card (c)

Phone Number Update (entered above)

Cardholder Name Change (b)

Temporary Card Limit Increase

Department change (a,b)

Card limit requested:

a) The Cardholder is responsible for clearing all items in My Wallet by creating expense reports or assigning a Delegate to complete this task on their behalf.

b) A new Travel & Expense Card Agreement must be completed and submitted under the new name/dept (reference previous name on the form).

c) The Cardholder will be absent for 3+ months and the card will be suspended (inactive) until their return.

Explanation of Request:

APPROVAL - Reports to Manager approval required for all changes with Department Budget Owner

approval required only for Department or limit increases. Note: Cardholders cannot approve their own request form.

Approver Name (printed)

Dept. Approver (printed)

Signature

Signature

Submit the completed and approved T&E Card Maintenance Request form to: cardhelp@ucalgary.ca

Corporate Card Program Approval: _____ Date: _____