



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

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**First** (Name on card appears as First, Middle, Last)

**Last**

**Cardholder UID** (University ID#)

*RIT email address*

*RIT phone extension*

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*Home Phone*

*Home Mailing Address*

☐ **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

— CHN

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