Final

Finance & Administration Division, Controller's Office

PNC Bank Corporate Travel Card Application

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

Last

Cardholder UID (University ID#)

RIT email address

RIT phone extension

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 Date
(At least one level above Employee)

❑ Application Review:

Reviewed by Date

❑ Approved
❑ Declined

CHN