



**Employee /Supervisor:** Sign and submit the form to your Agency Liaison for review and approval.

**Agency Liaison:** Complete application in PaymentNet or forward to BSC Finance Credit Card Unit.

## Travel Card (TCard) Change Request

### Section 1: Employee Information

<b>First Name</b>	<b>MI</b>	<b>Last Name</b>	<b>Title/Department</b>	<b>Last 4 Digits of Travel Card</b>
<b>Agency GLBU</b>	<b>Employee ID Number</b> (can be found on pay stub)		<b>Email Address</b>	<b>Work Phone Number</b> - -
<b>Work Address</b> (full mailing address)				
<b>Employee Signature</b>			<b>Date</b>	

### Section 2: Travel Card Change Information

**Justification**

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**Change Requested (check all that apply)**

**Cardholder Name**      Previous Name →      New Name →

**Cancel Card**

**Credit Change**      New Limit → \$      **Restore Limit to Standard \$7,500**

**JPMC** (if applicable)

Hierarchy 1 Card Type	Hierarchy 2 Hosted Status	Hierarchy 3 Accts Payable Business Unit	Hierarchy 4 Billing Acct Name
TCard	BSC		

**Additional Hierarchies** (if applicable)

Hierarchy 5      Hierarchy 6      Hierarchy 7      Hierarchy 8

### Section 3: Approvals

Employee's Supervisor's Name	Supervisor's Signature	Date
Agency Liaison to the BSC's Name	Agency Liaison to the BSC's Signature	Date