

## Travel Card Cancellation Request

Departments are liable for any travel charges that occur regardless of the employment status of the Employee. It is imperative that Travel Cards be canceled as soon as the Departmental Travel Card Administrator is notified that an employee has terminated FSU employment. Complete all fields on the form and send the completed form via email to [travel@fsu.edu](mailto:travel@fsu.edu). Handwritten forms will not be accepted.

**Travel Card Administrator, please cancel the Travel Card associated with the below listed employee.**

Last Name:

First Name:

Employee Number:

Last 4 Digits of Card:

**As the employee's supervisor, dean, or department chair, I verify the Travel Card for this employee has been destroyed.**

Supervisor, Dean, or Chair Electronic Signature

*Please send the completed form directly to [Travel@fsu.edu](mailto:Travel@fsu.edu) for processing.*

### For Travel Card Administrator Use Only

**This Travel Card has been cancelled with the bank by the Travel Card Administrator.**

Travel Card Administrator Signature: