



New York State Travel / NET Card Authorization

*Instructions: This form is used to authorize the issuance of a New York State Travel and/or Non-Employee Travel (NET) Card to a state employee. Travel Cards are issued to employees of the State of New York for their travel expenses. The NET card is issued to employees of the State of New York to pay for eligible non-employee state business travel expenses. **Completed forms should be sent to travel@potsteam.edu.** Upon receipt, the cardholder will be contacted by the Program Administrator to complete the cardholder application process.*

Applicant Information

Last Name: _____ First Name: _____ Middle Initial: _____

Note: Name should be listed as it appears on your official travel identification (e.g. license, passport)

Campus Email Address: _____

Department: _____ Cell Phone No.: _____

Type of Card: Travel Card Non-Employee Travel(NET) Card

Applicant Signature: _____ Date _____

Supervisor Approval

Note: The traveler's card limit will be based on their approved travel requisition(s) and their estimated expenses.

Supervisor Name: _____

Supervisor Signature: _____ Date: _____

Completed forms should be sent to travel@potsteam.edu.

Upon receipt, the cardholder will be contacted by the Program Administrator to complete the cardholder application process.