

US BANK

CORPORATE (TRAVEL) CARD APPLICATION

The following information is required for a US Bank corporate (travel) card.

- (1.) Last name _____
- (2.) First name _____
- (3.) Middle initial _____
- (4.) Social security number _____
- (5.) Home address, including city, state & zip code _____
- (6.) Home phone _____
- (7.) Business phone _____

Please select one of the following: _____

- (a.) Heavy traveler
- (b.) International Traveler
- (c.) Standard Traveler

Upon completion of the above information: (1) submit this application to your supervisor for approval via e-mail or hard copy (2) Send approved application via e-mail or hard copy to your campus Administrative Services Office (3) Your campus Administrative Services Office will submit to heather.emlund@seattlecolleges.edu , Siegal Center Business Office.

The corporate travel card will come to your Administrative Services Office within 7 -10 days. Your campus Administrative Services Office will have you sign an agreement form.

If you need assistance, or have any questions please call or e-mail Rachel Cahan in Administrative Services Office at Rachel.Cahan@Seattlecolleges.edu (206) 934-6942.

Signature: _____ Date: _____

Supervisor's Signature: _____ Date: _____

Administrative Services Office Signature: _____ Date: _____