

MEMORANDUM

TO: BOA Visa Travel Program (0312) Date: _____
FROM: Department Head Name _____
Department and Mail Code _____

Exception: Special Authorization for a BOA Visa Corporate Travel Card Application

This exception form enables the person named below who is employed within my department in one of the categories listed below to apply for a Bank of America (BOA) Visa Corporate Travel Card through Virginia Polytechnic Institute and State University's corporate program. The applicant will travel on behalf of Virginia Tech and my department and will be bound by the responsibilities, rules and regulations that accompany the Bank of America Corporate Travel Card, in the same manner as any other Virginia Tech corporate travel card member. It is understood that the applicant will keep the university advised of his or her current address and notify the Bank of America Visa Travel Card Program (Mail Code 0312) when employment in this department ends.

The applicant is one of the following special categories:

- 1) Classified, PayBand 1 or II: _____
- 2) Part-time wage _____
- 3) Part-time faculty: _____
- 4) Emeritus _____
- 5) Graduate Student: _____
- 6) Special Appointment: _____
- 7) Other (Explain): _____

Business reason for requesting a BOA Visa Corporate Travel Card:

Applicant's Name: _____ VT ID#: _____

Applicant's Home Address: _____

Applicant's Work Phone: _____ Home Phone: _____

Terms of Employment: Beginning _____ Ending _____

Signature of Department Head: _____ Date: _____

Signature of Applicant: _____ Date: _____

Approval by Associate Controller, Wendell Vest: _____ Date: _____

If required, send this form along with BOA Visa Travel Card Application to mail code 0312.

Invent the Future