



FURMAN

FACULTY REQUEST FOR STUDY AWAY TAP CARD

PROGRAM NAME _____

FACULTY NAME _____

DATES OF TRAVEL _____

DATE REQUESTED _____ DATE NEEDED _____

*** Please note that the limits for TAP cards are \$10,000 per single transaction and \$50,000 monthly limit. If you require a higher limit, before or while traveling, please contact Assistant Director for Study Away and International Education, Nancy Georgiev, and Gale Goodwin in Purchasing.

EXPLAIN EXPENSES FOR WHICH CARD WILL BE NEEDED.

(i.e. hotel charges, in-country transportation, emergencies only, etc.)

It is recommended that each traveling faculty member carry a unique TAP card.

Signature of Faculty requesting funds

Approval by Assistant Director for Study Away & International Education

Approval by Dean of the Faculty

Study Away Office Use – GL Account # _____ Initials _____
