

**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 I or II \_\_\_\_\_
- 2) Part-time wage \_\_\_\_\_
- 3) Part-time faculty \_\_\_\_\_
- 4) Emeritus \_\_\_\_\_
- 5) Special appointment \_\_\_\_\_
- 6) Graduate student \_\_\_\_\_
- 7) Other (Explain) \_\_\_\_\_

**Business reason for requesting a BOA Visa Corporate Travel Card:**

Applicant's Name \_\_\_\_\_ Virginia Tech ID Number \_\_\_\_\_

Department Name \_\_\_\_\_ Dept # \_\_\_\_\_

Location & Mail Code \_\_\_\_\_

Home address of Applicant \_\_\_\_\_ Phone \_\_\_\_\_

Term of employment: Beginning \_\_\_\_\_ Ending \_\_\_\_\_

\_\_\_\_\_

Signature of Department Head \_\_\_\_\_ Date \_\_\_\_\_ Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

Approval by AP Manager, Amy Morris \_\_\_\_\_ Date \_\_\_\_\_

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

*Invent the Future*