

**Madison Area Technical College (Madison College)
Financial Resources
Non-Employee Travel and Related Expenses on a PCard**

This form is to be completed whenever a College employee uses a Pcard for non-employee travel expenses. The form must be submitted by the PCard holder with the receipt(s) when reallocating and verifying their PCard transactions.

NOTE: The non-employee must not add the same expense that is on the PCard to any invoice or expense reimbursement form the College is paying to the individual.

Non-Employee's Name: _____

Dates of Travel: _____

Purpose of Travel: _____

PCard Holder's Name: _____

Total Amount of Charges:	\$ _____
---------------------------------	----------

I declare to the best of my knowledge this same fee will not being claimed by the non-employee traveler on any other Madison College expense invoice or charged in any other manner to the College.

Cost Center Manager Signature **Date**