



# WSSU Travel Department

## APPLICATION FOR THE AMERICAN EXPRESS CORPORATE CARD

General Information			
Name As You Would Have It Appear On Card		Basic Control Number 378270179881001	
Billing Address (Home Address Only)		City	State      Zip
Social Security Number	Office Telephone Number		Home Telephone Number

**\*\*\*EMPLOYEE IS AUTHORIZED TO USE THIS CARD FOR UNIVERSITY RELATED BUSINESS ONLY\*\*\***

\_\_\_\_\_  
Employee Signature (Required)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor's Signature (Required)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Authorizing Signature- Travel Administrator

\_\_\_\_\_  
Date