

Temporary Increase Request - Template for Travel

Your temporary increase request should have the following information:

- Details of what you are trying to purchase- this should include amounts, expense type (hotel, airfare, etc.)
- Approval from Dean or Designee
- Amount you want to increase your monthly limit by
- Amount you want to increase your single transaction limit (STL) by
- Start/end date for request – please refrain from using terms like billing cycle or end of month. It needs to be a calendar date.

Once you have all the information, please send it to Travel@tamucc.edu for processing.

**Please allow 1-2 working days to process any changes.*

Example:

Hi Will,

I'm traveling next month, and I project my expenses will exceed my monthly limit so I'm requesting a temporary increase. My travel request is approved so I'd like to begin booking, please see below and let me know if you have any questions.

- Airfare is \$780.00
- Hotel is \$1,200.00
- Conference is \$550.00
- Food/incidentals are roughly \$500.00
- Taxi is \$120.00

I'd like to increase my monthly limit to \$3,500.00; I don't foresee a need to raise the STL. Can we please start this today, 5/20/22 and have it end 7/05/22?