

**TRAVEL PAYMENT SERVICES
MEETING CARD ACCOUNT PAYMENT**

DGS OFAM 103 (Revised 1/2023)

No Meeting Card Account charges may be processed through the contracted Travel Payment Services without Signature Authorization from the Authorized Representative of the following department:

Department's Name:

Today's Date		Meeting Dates	
Contractor Name			
Contractor Address	City	State	Zip Code

The Travel Payment Services Meeting Card Account Number assigned specifically to the following meeting and for no future dates or meetings is provided below:

Meeting Name	
Travel Payment Services Meeting Card Account Number	Expiration Date

The last five digits and expiration date will be provided at the time payment is authorized.

Authorized Representative

Name		
Email Address	Phone Number	Mobile Number

Payment of Invoice

Upon completion of the meeting, the Contractor's accounting office will present to the Authorized Representative a detailed folio/invoice for all charges. If the Authorized Representative is satisfied the charges are correct, then signature approval is given on the invoice.

If the folio/invoice is not presented upon completion of the meeting, the Contractor's accounting office will email the Authorized Representative a detailed invoice for all charges within 30 days of the event. The Authorized Representative will review the invoice within 15 days to ensure that all charges are correct. If the Authorized Representative is satisfied the charges are correct, he/she will authorize the Contractor in writing to process the charges as a single transaction to the Travel Payment Services Meeting Card Account Number noted above.

Disputed Charges

The Authorized Representative has the right to challenge or contest any charges to the Travel Payment Services Meeting Card Account Number which exceed amounts agreed to, are unsupported by adequate documentation, or the Authorized Representative believes there is just and reasonable cause to challenge.

Amount Approved	Authorized Representative Signature	Date
\$		