



TRAVEL NOTIFICATION

► Use this form to add a travel notification to a debit or credit card. Travel notifications are accepted as early as 2 weeks before the dates of travel.

Debit Credit	CREDIT UNION USE ONLY
	Date Received: Employee Taking Request:

Member Information

Account Number:	
Member Name:	Best Contact Phone:
Card Number:	Secondary Card Number:

Member Name:	Best Contact Phone:
Card Number:	Secondary Card Number:

Travel Information

Date Leaving:	Date Returning:	Until Further Notice:
States or countries visiting:		

Special Instructions/ comments: