PCAL T&E Card Request Form

WKU Potter College of Arts & Letters

Revised Date: January 8, 2026   **PRE-APPROVAL**

Send to alicia.fryia@wku.edu for approval at least 48 hours in advance.

Date of Meal:		Index #	
Department:			

☐ Out-of-town   ☐ Lunch   ☐ Dinner

Restaurant Name:	
Alternate Restaurant Name:	

Names and titles of individuals in attendance: attach roster if more space needed

Official WKU Guests/Prospective Faculty Candidates
1.
2.
WKU Employees
3.
4.
5.

Business Purpose of Meal:

All grant index numbers require advance email approval from Alicia Haley in the Grant Accounting office.

Please stay within or below U.S. subsistence rates when using the T&E credit card. In Bowling Green, this is equivalent to $16 Breakfast, $19 Lunch, $28 Dinner per person.

Attach all receipts to this document. Before submitting receipt to the Dean's Office, please sign to verify the following:
- No tax is charged
- No alcohol is charged
- No tip greater than 18% was applied

_____   _____
Name   Title

_____   _____
Last 4 Digits of Card Number   Amount