

Professional Business Travel Credit Card Authorization

Subject: Credit Card Authorization for Business Travel - [Employee Name]

Dear [Recipient Name/Financial Institution],

I, [Your Full Name], holder of credit card number ending in [last 4 digits], hereby authorize [Employee/Agent Name] to use my credit card for business-related expenses during their travel from [start date] to [end date].

This authorization specifically covers:

- Hotel accommodations up to \$200 per night
- Meals and incidental expenses up to \$75 per day
- Transportation costs including flights, taxis, and car rentals
- Business meeting expenses and materials

The authorized spending limit for this period is \$[amount]. The cardholder will remain responsible for all charges incurred under this authorization.

Please find attached copies of my identification and credit card (front side only) for verification purposes.

This authorization is valid from [start date] to [end date] and will automatically expire thereafter.

Sincerely,

[Your Name]

[Your Signature]

[Date]

[Contact Information]

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