

Business and Financial Services
Travel Services
555 S. Howes Street
Fort Collins, CO 80523-6003



Knowledge to Go Places

Application for cash advance limit increase

Department Authorization Form – Please use this form to request an increase in the State Travel Card credit limit or Cash Advance limit.

Background: The Citibank Visa (State Travel Card) is issued with an initial credit limit of \$10,000 and a cash advance limit of 10%, or \$1,000 per billing cycle. The \$1,000 cash advance/retail limit should be adequate for most travelers. The cash advance limit is impacted by other retail charges. Hotel, car rentals, meals and airline ticket purchases do not impact the cash advance limit. Please note that purchases of a personal nature are not permitted on this card. For very frequent travel, an increase to the credit limit or cash advance limit will sometimes be justified by a business reason. Please note that if the traveler does not pay his/her bill in a timely manner, the credit limits may also be impacted and additionally, while the traveler does have 59 days before interest charges begin, at day 59 all charges to the card will be suspended.

Provide the following information to request an increase to credit limits:

Traveler name: _____

Citibank Visa number: _____

Department name and number: _____

Business reason for higher limits _____

Department head approval

Please email completed for to Travel Services @ bfs_tem_users_questions@Mail.colostate.edu