

Credit Card Authorization for Travel Expenses

Date: [Insert Date]

To Whom It May Concern,

I, [Your Name], am writing to authorize the use of my credit card for travel-related expenses incurred during [specific travel dates] for [purpose of travel, e.g., business trip to XYZ].

Please find the credit card details below:

- Cardholder Name: [Your Name]
- Card Number: [XXXX-XXXX-XXXX-XXXX]
- Expiration Date: [MM/YY]
- CVV: [XXX]

This authorization includes but is not limited to transportation, lodging, meals, and any necessary travel expenses. I confirm that I will be responsible for all charges incurred during this travel.

If you have any questions regarding this authorization, please contact me at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Address]

[Your City, State, Zip]