



Travel Memo

Name: \_\_\_\_\_ Account #: \_\_\_\_\_

Date Leaving: \_\_\_\_\_ Date Returning: \_\_\_\_\_

List all States/Countries of travel and the dates you will be in each place:  
(examples: Italy 1/1-1/10, Spain 1/10-1/20 - Oregon 1/1-1/10, Washington 1/10-1/20)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**The following Alliance cards will be used during my travel:**

**Debit Cards** (Last four #'s of applicable cards): \_\_\_\_\_

**Credit Cards** (Last four #'s of applicable cards): \_\_\_\_\_

I/we, \_\_\_\_\_, will be traveling and ask that you apply this travel Memo to the debit and/or credit cards listed above.

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

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**After completion, please return to us using one of the following methods:**

- Drop off at one of our Financial Centers
- Fax to our Service Center @ 408.979.2483
- Attach to a secure email sent through Internet Banking

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**Front Office Use Only**

Received By: \_\_\_\_\_

Branch: \_\_\_\_\_

Date: \_\_\_\_\_