TCard Transaction Log Instructions

The TCard log is to be completed at the close of each billing cycle, currently around the 15th of each month. You will receive an email notification when statements are available online. Each charge listed in your statement should also be listed on your log. Please refer to the instructions below for assistance in completing and submitting your TCard log. If you have any questions, please contact ATU Travel Services at 479.356.6209.

1. Access your monthly statement via the Bank of America website and print off one hard copy.
2. Gather the following documentation to be submitted with your TCard log
   a. Receipts for all charges listed on your statement. Receipts must be taped to 8.5 x 11 inch copy paper for scanning purposes. More than one receipt may be taped to each sheet.
   b. Departmental purchase orders for each trip represented on your statement
   c. Any additional documentation necessary (Non State Employee Form when Student Group Travel has occurred. Etc.)
3. Complete your TCard Log using the example below as a guide. Complete top portion as requested. List each PO number associated with each charge, as well as detailed transaction information for each transaction listed on your statement. Your FOAP information must be completed for each line and **Account Codes** are listed at the bottom of the log for quick reference.
4. Email completed Excel log to travel@atu.edu and submit signed copy and all backup documentation to Travel Services located at 404 N. El Paso.

Arkansas Tech University
Travel Card Transaction Log

Name on Card:	Jane Smith					No: (last 4 digits)	1234		Holder Email:	jsmith999@atu.edu	Telephone Number:	968-0269
Dept:	Procurement Services					Card Cycle Date:	2/15/2017					
PO#	Traveler's Full Name	Destination City & State	& Return Dates	Trans Type	Transaction Date	Vendor Name	Fund	Org	Account	Program	Total Cost	Accumulated Expenses
P012345	Jane Smith	Orlando, FL	Jan 15-18, 2017	Airfare	01/01/17	American Airlines	110000	370000	704310	250000	425.00	425.00
P012345	Jane Smith	Orlando, FL	Jan 15-18, 2017	Baggage Fee	01/15/17	American Airlines	110000	370000	704615	250000	50.00	475.00
P012345	Jane Smith	Orlando, FL	Jan 15-18, 2017	Shuttle Service	01/15/17	Super Shuttle	110000	370000	704320	250000	22.00	497.00
P012345	Jane Smith	Orlando, FL	Jan 15-18, 2017	Lodging	01/18/17	Embassy Suites	110000	370000	704135	250000	488.00	985.00
P012345	Jane Smith	Orlando, FL	Jan 15-18, 2017	Shuttle Service	01/18/17	Super Shuttle	110000	370000	704320	250000	22.00	1,007.00
P012345	Jane Smith	Orlando, FL	Jan 15-18, 2017	Baggage Fee	01/18/17	American Airlines	110000	370000	704620	250000	50.00	1,057.00
P012345	Jane Smith	Orlando, FL	Jan 15-18, 2017	Airport Parking	01/18/17	Express Parking	110000	370000	704605	250000	98.00	1,155.00
												1,155.00
												1,155.00
												1,155.00
												1,155.00
												1,155.00
												1,155.00
												1,155.00
										Total	1,155.00	1,155.00

I certify that the above purchases were made for "official business" use only and were purchased in accordance with the policies and procedures set forth by Arkansas Tech University. **For travel performed as indicated on this travel Tcard log, the payment of actual lodging expense is authorized because lodging within the Federal Travel Directory rates was unavailable or unfeasible for the area in which the travel occurred. I certify that the travel was completed as indicated on this travel reimbursement form and if the travel reimbursement is for a volunteer, a non-state employee, and/or official guest(s), to my knowledge, that person will not be reimbursed these same travel expenses from any other source.

Travel Card Employee: _____ Date: _____

Dept Head/Liaison: _____ Date: _____

Account Codes

704120	Meals In State	**704305**	Common Carrier In State	**704605**	Parking Fees In State
704130	Meals Out of State	**704310**	Common Carrier Out of State	**704610**	Parking Fees Out of State
704125	Lodging In State	**704315**	Ground Transporation In State	**704805**	Conference Registration In State
704135	Lodging Out of State	**704320**	Ground Transporation Out of S	**704810**	Conference Registration Out of State
704615	Other Travel Expenses in State	**704620**	Other Travel Expenses Out of State		