Athletics Team Travel 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 ext 3558.

- 1. Access your monthly statement via the Bank of America website and print off one hard copy to be summited with your log.
- 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. Hotel receipts must list detail of each night's expense and have a zero balance due.
 - b. Meal receipts may not include more than a 15% tip unless automatically added by the restaurant.
 - c. Signed departmental purchase orders for each trip represented on your statement
 - d. Non-state forms with attached team roster.
 - e. Any justification for required purchases such as laundry detergent for team jerseys.
- 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 your administrative support for Athletic Director approval and submission to Travel Services.

				Arkans	as Tech University						
				Travel Ca	ard Transaction Log						
ane Smith					No: (last 4 digits) 1234		Holder Email:		Patu.edu	Telephone Number:	968-0269
					Card Cycle Date: 2/15/2017						
Traveler's Full Name	Destination City & State	& Return Dates	Trans Type	Transaction Date	Vendor Name	Fund	Org	Account	Program	Total Cost	Accumulate Expenses
ane Smith	Orlando, FL	Jan 15-18, 2017	Airfare	01/01/17	American Airlines	110000	370000	704310	250000	425.00	425.0
ane Smith	Orlando, FL	Jan 15-18, 2017	Baggage Fee	01/15/17	American Airlines	110000	370000	704615	250000	50.00	475.0
ane Smith	Orlando, FL	Jan 15-18, 2017	Shuttle Service	01/15/17	Super Shuttle	110000	2/0000	704320	250000	22.00	497.0
ane Smith	Orlando, FL	Jan 15-18, 2017	Lodging	01/18/17	Embassy Suites	110000	370000	704135	250000	488.00	985.0
ane Smith	Orlando, FL	Jan 15-18, 2017	Shuttle Service	01/18/17	Super Shuttle	110000	370000	704320	250000	22.00	1,007.0
ane Smith	Orlando, FL	Jan 15-18, 2017	Baggage Fee	01/18/17	American Airlines	110300	370000	704620	250000	50.00	1,057.0
ane Smith	Orlando, FL	Jan 15-18, 2017	Airport Parking	01/18/17	Express Parking	110000	370000	704605	250000	98.00	1,155.0
											1,155.0
											1,155.0
											1,155.0
											1,155.0
											1,155.0
											1,155.0
											1,155.0
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ai ai ai ai	ocurement Servi Traveler's Full Name ne Smith ne Smith ne Smith ne Smith ne Smith	courement Services Traveler's Full Name Destination City & State ne Smith Orlando, FL ne Smith Orlando, FL	ocurement Services Traveler's Full Name Destination City & State Dates & Return Dates ne Smith Orlando, FL Jan 15-18, 2017 ne Smith Orlando, FL Jan 15-18, 2017	ocurement Services Traveler's Full Name Destination Lity & State & Return Dates Trans Type ne Smith Orlando, FL Jan 15-18, 2017 Airfare ne Smith Orlando, FL Jan 15-18, 2017 Baggage Fee ne Smith Orlando, FL Jan 15-18, 2017 Shuttle Service ne Smith Orlando, FL Jan 15-18, 2017 Shuttle Service ne Smith Orlando, FL Jan 15-18, 2017 Shuttle Service ne Smith Orlando, FL Jan 15-18, 2017 Shuttle Service ne Smith Orlando, FL Jan 15-18, 2017 Shuttle Service ne Smith Orlando, FL Jan 15-18, 2017 Shuttle Service	coursement Services Traveler's Full Name Destination City & State Dates & Return Dates Trans Type Transaction Date ne Smith Orlando, FL Jan 15-18, 2017 Airfare 0707917 ne Smith Orlando, FL Jan 15-18, 2017 Shuttle Service 071917 ne Smith Orlando, FL Jan 15-18, 2017 Shuttle Service 071917 ne Smith Orlando, FL Jan 15-18, 2017 Codging 071917 ne Smith Orlando, FL Jan 15-18, 2017 Shuttle Service 071917 ne Smith Orlando, FL Jan 15-18, 2017 Shuttle Service 071917	Coursement Services Card Cycle Date: 2/15/2017 Traveler's Full Name Destination City & State & Return Dates Trans Type Transaction Date Vendor Name ne Smith Orlando, FL Jan 15-18, 2017 Airfere 01/0177 American Airlines ne Smith Orlando, FL Jan 15-18, 2017 Baggage Fee 01/19/17 American Airlines ne Smith Orlando, FL Jan 15-18, 2017 Shuttle Service 01/19/17 Embassy Suites ne Smith Orlando, FL Jan 15-18, 2017 Shuttle Service 01/19/17 Super Shuttle ne Smith Orlando, FL Jan 15-18, 2017 Baggage Fee 01/19/17 American Airlines	Coursement Services Card Cycle Date: 2/15/2017 Traveler's Full Name Destination City & State & Return Dates Trans Type Transaction Date Vendor Name Fund ne Smith Orlando, FL Jan 15-18, 2017 Airfare 0 190 17 American Airlines 110000 ne Smith Orlando, FL Jan 15-18, 2017 Shuttle Service 0 19517 American Airlines 110000 ne Smith Orlando, FL Jan 15-18, 2017 Lodging 0 19617 Super Shuttle 110000 ne Smith Orlando, FL Jan 15-18, 2017 Shuttle Service 0 19617 Super Shuttle 110000 ne Smith Orlando, FL Jan 15-18, 2017 Shuttle Service 0 19617 Super Shuttle 110000 ne Smith Orlando, FL Jan 15-18, 2017 Shuttle Service 0 19617 American Airlines 110000	No: Last 4 digits 1234 Email:	No: Iast 4 digits 1234 Email:	No: Iast 4 digits 1234 Email:	No. Last 4 digits 1234 Email:

Athletics Recruiting 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 ext 3558.

- 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. Signed departmental purchase orders for each trip represented on your statement
- 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 your administrative support for Athletic Director approval and submission to Travel Services.

					Arkans	as Tech University						
					Travel Ca	ard Transaction Log						
	on d: Jane Smith					No: (last 4 digits) 1234	Holder Email: ismith999@atu.edu			Telephone Number: 968-0269		
Dept:	Procurement Serv Traveler's Full	ices Destination	& Return		Transaction	Card Cycle Date: 2/15/2017			1	_	1	A
PO#	Name	City & State	& Heturn Dates	Trans Type	Date	Vendor Name	Fund	Org	Account	Frogram	Total Cost	Accumulate Expenses
P012345	Jane Smith	Orlando, FL	Jan 15-18, 2017	Airfare	01/01/17	American Airlines	110000	370000	704310	250000	425.00	425.0
P012345	Jane Smith	Orlando, FL	Jan 15-18, 2017	Baggage Fee	01/15/17	American Airlines	110000	370000	704615	250000	50.00	475.0
P012345	Jane Smith	Orlando, FL	Jan 15-18, 2017	Shuttle Service	01/15/17	Super Shuttle	110000	370000	704320	250000	22.00	497.0
P012345	Jane Smith	Orlando, FL	Jan 15-18, 2017	Lodaina	01/18/17	Embassy Suites	110000	370000	704135	250000	488.00	985.0
P012345	Jane Smith	Orlando, FL		Shuttle Service	01/18/17	Super Shuttle	110000	370000	704320	25 0000	22.00	1.007.0
P012345	Jane Smith	Orlando, FL	Jan 15-18, 2017		01/18/17	American Airlines	110000	379000	704620	250000	50.00	1.057.0
P012345	Jane Smith	Orlando, FL		Airport Parking	01/18/17	Express Parking	110000	370000	704605	250000	98.00	1,155.0
012010	our to contact	Oligination 12	001110 10,2011	rinportr drining	01.011	Express and g	/	0.0000	101000	2,0000	00.00	1,155.0
												1,155.0
												1,155.0
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												1,155.0
												1,155.0
												1,155.0
										Total	1,155.00	1,155.0
						were purchased in accorda				lures set fo	orth by Arkar	nsas Tech
rates was	unavailable or unf nbursement is for a	easible for the	area in whi	ch the travel o	ccurred. I cei	tify that the travel was com st(s), to my knowledge, that	pleted as in	ndicated o	n this trave	l reimburs	ement form	and if the
Travel Car	d Employee:					Date	:					
Dont Hood	L/Linicon					Data						
	,		Accoun	t Codes								
	Meals In State		Common Carr	ier In State		Parking Fees In State						
	Meals Out of State			ier Out of State		Parking Fees Out of State					4	
	Lodging In State			sporation In State sporation Out of !	_	Conference Registration In State						
	Lodging Out of State					Conference Registration Out of	State					

Athleti	c Team Travel Tcard Log Submission Checklist
	Complete TR-1 per the instructions.
	Verify dates of travel are correct.
	Verify account codes are correct.
	Verify hotel receipts list charges per night and have a zero balance.
	Verify meal receipts are original and do not contain larger than a 15% tip unless included automatically.
	Verify any Uber or taxi service has no tip on receipt.
	Attach copy of statement.
	Attach signed purchase order(s).
	Attach original receipts.
	Attach signed completed Non-State forms with team roster.
	Attach any justification memos for team purchases such as laundry detergent for team jerseys.
Athleti	c Recruiting Travel Tcard Log Submission Checklist
	Complete TR-1 per the instructions.
	Verify dates of travel are correct.
	Verify account codes are correct.
	Verify hotel receipts list charges per night and have a zero balance.
	Verify meal receipts are original and do not contain larger than a 15%. Meals are only allowed for
	staff when recruiting and not for conference travel.
	Verify any Uber or taxi service has no tip on receipt.
	Attach a copy of statement.
	Attach signed purchase order(s).
	Attach original receipts.