TCard Checklist

Your log is due around the 18th of each month. Plan accordingly. You will receive an email reminder from Travel Services when statements are available.

1. Enter a requisition to US Bank (T01013636) for all anticipated TCard charges. Do not use the card until you have received a purchase order resulting from this requisition. Typical TCard charges include.
    a. Airfare
    b. Hotel
    c. Car rental
    d. Taxi, shuttle or ride share
    e. Baggage fee
    f. Conference registration (may also be placed on the PCard)
2. Keep a small envelope or pouch for your receipts as you travel. This is especially important if you are traveling with students and have several high dollar amount receipts
3. All purchase orders for your TCard charges are required with the log submission and each must have an approval signature. Receipts are required for all charges and must include the following.
    - Date
    - Amount of charge
    - Line item detail of purchased items
    - Tax amount
    - Form of payment-This is typically included when a credit card is used.
    - Hotel Receipts must indicate a zero balance.

    Any receipts that are not a full 8.5 x 11-inch page must be taped to a piece of white copy paper of that size.
4. Access your statement via US Bank Access Online site.
5. Complete your TCard log each month that you have charges, even if you have not traveled yet. Use the appropriate account codes for each charge. These are listed at the bottom of the TCard log. Email a copy of the TCard log to travel@atu.edu.
6. You may work on the log throughout the month. Keep it updated with each charge. Verify your log matches your statement and you are ready to print, obtain signatures and submit when you receive the email notification that logs are due.
7. Include any conference agenda with log if the log includes a registration charge.
8. If you lose a receipt, contact the vendor to obtain a duplicate.
9. Keep a copy of your log and receipts for 18 months. This can be done electronically.
10. Contact Travel Services before making the purchase if you are unsure.
11. Remember-Unless traveling with students and/or holding prior permission. Food must never be placed on the TCard.

TCard Log Submission Checklist

Use this to verify your TCard log is ready for submission.

- All fields of log completed.
- Fund, Organization, and Program for each line matches Fund, Org., and Program numbers for corresponding purchase order.
- Correct Account number is used for each charge.
- TCard log is signed by cardholder.
- TCard log is signed by supervisor.
- Signed purchase orders. If the PO total and the actual amount charged are different, mark through the total on the PO and write in amount of charge.
- Original receipts are included for each charge. Receipts are taped to an 8.5 x 11-inch sheet of copy paper. *More than one receipt may be taped per page. Use one side of paper only.*
- Receipts contain the required detail.
    - Date
    - Amount of charge
    - Line-item detail of purchase. Airline ticket receipts must contain the ticket number.
    - Tax amount
    - Form of payment
    - Tip amount (if applicable) *Max 15%. If more is spent, cardholder must pay back the difference to Student Accounts. Pay this back prior to log submission and include deposit receipt from Student Accounts with log.*
    - Hotel receipt includes per night detail with taxes and an ending zero balance.
        - *If WIFI is purchased, a memo is required to justify business expense. As a rule of thumb, nothing else (meals, entertainment, long distance phone calls etc.) may be charged to the room when staying at a hotel. If charges have been made, pay these back at Student Accounts and include receipt with TCard log before log submission.*
    - Non-State Form is included for all purchases made for students.
- Non-State Form is included for any student expenses.
- Email Excel log to travel@atu.edu
- Assemble completed, signed, and approved log, signed purchase orders with hand-written corrected total if applicable, original detailed receipts for all charges and other required documents (non-state

form, WIFI memo, receipt from student accounts for non-allowable purchases, etc.). Submit to Travel Services at Hughes 514 West M Street.