

Arkansas Tech University

Travel Card Transaction Log

Name on Card:	Jane Smith					Card No: (last 4 digits)	1234		TCard 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	Departure & 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	
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												1,155.00	
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												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 Transportation In State	704805	Conference Registration In State
704135	Lodging Out of State	704320	Ground Transportation Out of State	704810	Conference Registration Out of State
704615	Other Travel Expenses in State	704620	Other Travel Expenses Out of State		