



Southern University System and Southern University Campuses

**TRAVEL CARD TRANSACTION LOG**

*State Liability Travel card Program (T-Card)*

Cardholder Name: \_\_\_\_\_

Account Name to be Charged: \_\_\_\_\_

Account Number to Be Charged: \_\_\_\_\_

Cardholder's Last 4 Digits on Card: \_\_\_\_\_ Date: \_\_\_\_\_

Item No.	Transaction Date	Travel Purchases	Description of Travel Transactions	Amount	Accounting Info.	
					Fund	Organization
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
			<b>TOTAL</b>			

The Travel Card Transaction Log is to be used to help reconcile travel related purchases made during the billing cycle by matching the paper memo statements received from the bank to the Travel Card Log and the documentation obtained from the vendors on travel related purchases. Cardholder should adhere to the following guidelines when preparing the Travel card log: **1)** Documentation must be reviewed and certified by the cardholder as received or as a disputed item. **2)** Each charge/credit should be verified. **3)** Cardholder should then sign and date the Travel Card Log and forward it to the Supervisor. **4)** Supervisor must review all Travel Card transactions, documentation, and paper memo statements. **5)** Upon review and acceptance of documentation, Supervisor must sign and date the Travel Card Log. **6)** After approval, the original documentation and Travel Card Log should be forwarded to the Travel Card Program Administrator for their appropriate Southern University Campus.

By signing and dating this log the Cardholder and Supervisor certify that the purchases shown match the corresponding Bank of America Statement and meet current Southern University and State of Louisiana Travel Card purchasing guidelines and regulations

Cardholder's Signature

Date

Supervisor's Name & Signature

Date