

**STATE LIABILITY TRAVEL CARD PROGRAM  
TRAVEL CARD RECONCILIATION LOG**

Cardholder Travel Card Log for Billing Cycle: \_\_\_\_\_

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

Cardholder Account Number (Last Four Digits): \_\_\_\_\_

No	Date	Vendor Name	Description	Qty	Amount	Receipt Date	Credits	Date TEA Submitted to Business Affairs	Verified By (Initials)
1									
2									
3									
4									
5									
6									
7									
8									
9									
10									
11									
12									
13									
14									
15									
16									

Page Total: \$ \_\_\_\_\_

The Travel Card Log is to be used to help reconcile purchases/services made during the billing cycle by matching the paper memo statement received from the bank to the Travel Card Log and the documentation obtained from the vendors on purchases/services. The documentation must be reviewed and certified by the cardholder as received or reported as a disputed item. Each charge/credit should be verified. The cardholder should then sign and date the Travel Card Log and forward to his/her supervisor. The cardholder's supervisor or delegated reviewer must review all travel card transactions, documentation and paper memo statement. To document this review and approval, the supervisor/reviewer is to sign and date the Travel Card Log. After approval, the original documentation, Travel Card Log and the paper memo statement are forwarded to the Office of Finance and Support, Payment Unit. The Office of finance and Support Services is responsible for cost distribution and record retention.

\_\_\_\_\_  
Cardholder Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor/Reviewer Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Accounting Signature

\_\_\_\_\_  
Date