



UCO TRAVEL CARD EXPENSE REPORT

Name _____

Travel Card # _____
(Last 4 Digits)

Amount Loaded \$ _____

ORG#

Travel Card Receipt Summary

Trip: Destination: _____ Date: _____

Time: _____

Cash:

Cash Withdrawn **Must** obtain ATM receipt(s) \$ _____

Cash Receipts

Lodging \$ _____

Meals \$ _____

Transportation \$ _____

Misc \$ _____

CashTotal \$ _____

Cash Returned to Bursar Counter \$ _____

(Difference between cash withdrawn and cash receipts)

Detail Code _____

Travel Card Charges

Lodging \$ _____

Meals \$ _____

Transportation \$ _____

Misc. \$ _____

Fees \$ _____

Travel Card Total \$ _____

Total:

The total should match cash receipts and travel card charges \$ _____

If lodging and transportation are not paid using the travel card please list the amount and how the charge was paid:

Itemized receipts must be provided. Standard PCard Document Procedures apply. Tape down all receipts, completely, to 8 1/2 x 11 paper. More than one receipt can be taped to each page. Organize receipts according to date. **Please do not fold receipts or tape over receipt amounts.**

All foreign cash receipts must be converted to US dollars and noted on the receipt. Any leftover cash goes to the Bursar, into the Organization Number and Detail Code used for the trip.

Make sure you document whether an expense was paid in cash or by card.

Reconcile each trip upon return.

Please check all totals for accuracy.

The cards are for **Group Travel expenses** only. Equipment is not to be purchased on these cards.

Emergency exceptions may be allowed.

Is the Travel Card included?

Yes

No

Travel Cardholder Signature: _____ Date: _____

Reviewed By: _____

Date: _____

Updated 09/22/20