

CHECKLIST FOR PREPARING TRAVEL PCARD STATEMENTS

| | |
|---|--|
| | Travel PCard billing cycle closes on the 22 nd of each month. |
| | On the first business day after the 22 nd of the month enter US Bank Access Online to list the transactions for the billing cycle. |
| | Determine if the chart string needs to be changed for any transactions. Reallocate if needed. |
| | Print Travel PCard Statement. |
| <p>Attach supporting documentation. Note that the Travel Request and Concur Expense Report is used for TWO different purposes:</p> <ol style="list-style-type: none"> 1. Travel Request is submitted and approved by the appropriate authority prior to Travel, and the completed Concur Expense Report is submitted after travel is completed. 2. Travel Request and Concur Expense Report copies are used as supporting documentation for verifying charges on the Travel PCard. | |
| Required | <i>Copy</i> of approved Travel Request |
| Required | <i>Copy</i> of approved Concur Expense Report showing the charges that were made on the Travel PCard during that billing cycle. (Exception: do not need to include if the trip has not been completed, i.e. you incurred costs for a future trip on the current statement) |
| Required | <i>Copies</i> of itemized receipts for each charge transaction on the Travel PCard Statement. |