

**OFFICE OF JUVENILE JUSTICE  
STATE OF LOUISIANA CORPORATE TRAVEL -CARD/CBA PROGRAM**

A.3.16 (c)

CARDHOLDER STATE CORPORATE TRAVEL CARD (T-CARD) LOG – FOR BILLING CYCLE \_\_\_\_\_

CARDHOLDER NAME: \_\_\_\_\_

CARDHOLDER ACCOUNT NUMBER (LAST FOUR DIGITS) : \_\_\_\_\_

NO	DATE	VENDOR NAME	DESCRIPTION	QTY	AMOUNT	RECEIPT DATE	ACCTG INFO		OTHER INFORMATION
							ORG.	RPT CAT	
1									
2									
3									
4									
5									
6									
7									
8									
9									
10									
11									
12									
			<b>PAGE TOTAL:</b>		\$				

The T-Card/CBA 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 T-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 T-Card/CBA log and forward to his/her supervisor. The cardholder's supervisor or delegated reviewer must review all T-Card transactions, documentation and paper memo statement. To document this review and approval, the supervisor/reviewer is to sign and date the T-Card/CBA Log. After approval, the original documentation, T-Card/CBA Log, and the paper memo statement are forwarded to the Program Administrator or designee. The Program Administrator or designee is responsible for cost distribution and record retention. \_\_\_\_\_

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

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

\_\_\_\_\_  
Administrative Program Director

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date