

SUNY Cortland Net Card Log

Frequently used Sub-Object Codes:

Airfare: 4035  
Lodging: 4035  
Meals: 3400

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

Card Statement Month and Year: \_\_\_\_\_

| Transaction Date(s) | Description of travel expense | Account | Sub-Object | Amount |
|---------------------|-------------------------------|---------|------------|--------|
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Departmental Management Certification: certifies that all transactions identified above are correct and just, that payment is approved and that the goods or services furnished were for the performance of the official duties of the cardholders.

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

Date: \_\_\_\_\_

Management Approval (REQUIRED) \_\_\_\_\_

Date: \_\_\_\_\_