

SUNY Cortland Travel Card Log

Frequently used Sub-Object Codes:

Airfare: 4215	Parking/Tolls: 4002
Gas: 3563	Rental Car: 4150
Lodging: 4204	Taxi/Uber: 5002

Cardholder Name: _____

Card Statement Month and Year: _____

Transaction Date(s)	Description of travel expense	Account	Sub-Object	Amount

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: _____