US Bank Travel Card Log

Payment to:
Card Member Services
PO Box 79048
St Louis MO 63179-0408

Department: **Name:**

See instructions at bottom of form.

Date	Vendor Name	Description of Purchase	Transaction Amount	FOAPAL to charge

			TOTAL PURCHASES	**$0.00**

SUMMARY

Total FOAPAL		$0.00
FOAPAL		$0.00
FOAPAL		$0.00
FOAPAL		$0.00
FOAPAL		$0.00
FOAPAL		$0.00
FOAPAL		$0.00
FOAPAL		$0.00
FOAPAL		$0.00
FOAPAL		$0.00
	TOTAL PURCHASES	**$0.00**

Certification by person responsible for account that payment is approved.

Signature Title

Business Office Approval

By:_____

Date:_____20_____

Card Holder's Signature

Date:_____20_____

Instructions:

1. On each line, enter purchase information, including the FOAPAL to be charged. (The description and comment columns will automatically wrap to accommodate lengthy text.)
2. In the summary box at the bottom of the form, enter FOAPALs charged in the top section. If you charged a FOAPAL more than once in the top section only enter it once in the summary box. The spreadsheet will automatically calculate the total total for each FOAPAL.

3. "TOTAL PURCHASES" in the top section will equal "TOTAL PURCHASES" in the summary box if the form has been completed correctly.
4. If you have more than 60 purchases during a month, or charge more than 10 FOAPALs during a month, complete additional copies of this form as needed.