

SUNY Upstate Net Card Log

Cardholder Name: _____

Card Statement Month and Year: _____

Frequently used Sub-Object Codes:

Airfare:542150

Lodging: 542040

Mileage: 543000

Meals: 542010

Parking/Taxi/Baggage: 540020

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: _____