

Travel Card Transaction Log Due Dates FY 2020

Statement Month	Logs due in the Travel Office	POCO submitted to Purchasing
July	July 22	July 25
August	August 22	August 23
September	September 23	September 25
October	October 22	October 25
November	November 22	November 25
December	December 18	December 18
January	January 22	January 24
February	February 21	February 25
March	March 23	March 25
April	April 22	April 24
May	May 22	May 25
June	June 19	June 22

Billing cycles close on the 15th or the first business day after the 15th if it falls on a weekend or holiday.

Statements may be accessed online the day after the cycle closes.

The designated travel card employee is responsible for submitting Purchase Order Change Order forms if a PO does not have a sufficient balance for credit card charges and employee reimbursements.