

## TRAVEL CARD PROGRAM AUDITING REPORTS

### ADDITIONAL REPORTS AS ADDED VALUE FOR COMPLIANCE MONITORING.

REPORT NAME	USED FOR.....	REPORT SHOULD PRODUCE....	SYSTEM....
WEEKEND PURCHASE ACTIVITY REPORT	This Report is designed to display transactions that occurred on weekends (Saturday / Sunday)	This report will show all purchases which were made on a weekend - the report is based on purchase date and not the post date This would show transactions which were purchased, not posted, on a weekend. All transactions should be reviewed to ensure that transactions are business related and all results must be documented accordingly. Report will be available in September, 2013	VISA INTELLINK "RULES"
HOLIDAY PURCHASE ACTIVITY	The Rule is designed to display transactions that occurred on State holidays	This would show transactions which were purchased, not posted, on a state declared holiday. All transactions should be reviewed to ensure that transactions are business related. All results must be documented accordingly.	VISA INTELLINK "RULES"
PREMIUM CLASS AIRFARE	The rule returns airline tickets (including itinerary if available) based on any segment of travel being in a premium class service cabin. Premium class could be first class or business class.	THIS REPORT ONLY SHOWS FIRST AND BUSINESS CLASS PURCHASES (EXCEPT SOUTHWEST WHICH SHOULD BE SORTED AND REMOVED FROM REPORT). It should be used to determine why a traveler has purchased business class or first class airfare and documented accordingly. First class is not allowed and business is allowed only under certain circumstances. All results must be documented accordingly. The class may only be viewed by clicking "detail" options by each transaction. For complete, "exported" list of class booked, see Intellink Reporting, Premium Class Airfare Report	VISA INTELLINK "RULES"
RESTRICTED MCCs	Restricted MCCs. Transactions for Merchant Category Codes restricted by the State's Policy. Need to ensure proper approval was obtained from Office of State Travel to allow any of these purchases.	All MMCs listed in this report is restricted in the State's policy, therefore, all purchases should be checked to ensure that proper approval was obtained. All results must be documented accordingly.	VISA INTELLINK "RULES"
FUEL PURCHASES, HIGH GRADE	Purchases of High Grades of Fuel. Should be monitored to determine why the employee is purchasing this higher grade fuel, instead of regular unleaded as advised and which is more cost effective for your agency.	THIS REPORT ONLY SHOWS HIGH GRADE FUEL PURCHASES. It should be used to determine why a cardholder is purchasing high grades of fuel instead of regular unleaded which is advised in PPM49 and results in cost savings for your agency. All results must be documented accordingly. Grade may only be viewed by clicking "detail" option next to each transaction. For complete, "exported" list of fuel grades purchased, see Intellink Reporting, Fuel Type Summary Report	VISA INTELLINK "RULES"
TRANSACTIONS FROM A SINGLE CARDHOLDER WITH A SINGLE VENDOR	This Rule is designed to display transactions where the cardholder is the only one transacting with a single merchant.	This report shows purchases from a vendor in which only one cardholder in your agency is purchasing from.	VISA INTELLINK "RULES"

PREMIUM CLASS AIRFARE REPORT	Premium Class Airfare Report	This report shows who purchased either business or first class rate airfare, which is not allowed without prior approval of the Commissioner of Administration all should be reviewed. All results must be documented accordingly.	VISA INTELLINK "RULES"
FUEL TYPE SUMMARY	Fuel Type Summary by Card Account Report	of fuel for each purchase. This should be monitored to ensure that excessive amounts of fuel is not being charged to the purchasing card instead of using the statewide fuel contract. It should also be monitored to ensure that only regular unleaded, and diesel, if applicable, is being purchased and not the higher cost grades of fuel. All results must be documented accordingly.	VISA INTELLINK "RULES"
CONTRACTED CAR RENTAL COMPANY RULE	Transactions for Contracted Car Rental Companies which includes Enterprise, National and Hertz	This report may be used if agency is needing to capture rental car usage on purchase card.	VISA INTELLINK "RULES"
SPEND BY TOP 50 MERCHANTS	Spend By Top 50 Merchants	This report will show your agency's top 50 merchants for a given period of time	VISA INTELLINK "RULES"
SPEND SUMMARY BY MCC	Spend Summary by Merchant Category Code report	This report will show your agency's spend for a statement period by Merchant Category Codes (MCC's)	VISA INTELLINK "RULES"