

TRAVEL CARD PROGRAM AUDITING REPORTS

AT A MINIMUM, YOU MUST RUN THE FOLLOWING REPORTS MONTHLY:

REPORT NAME	USED FOR.....	REPORT SHOULD PRODUCE....	SYSTEM....
ACTIVITY IN CLOSED / SUSPENDED ACCOUNT	The Rule is designed to display transactions that occur in closed or suspended accounts (includes lost or stolen card accounts).	This report would show any charges that was posted after a card was cancelled or suspended. Should be reviewed to ensure that all transactions are valid. At this point the Close/Suspended date does not show, however, this change is in the near future.	INTELLINK "RULES"
AIRLINE INCIDENTALS - (Less than \$25, \$25, \$50, \$75 & \$100)	Transactions with Airlines which potentially could be for incidentals and/or baggage fees, which are not allowed by State Policy.	Possible airline incidentals, baggage fees, and/or excess/overweight baggage fees which are not allowed by State Policy, unless approval has been received and all results must be documented accordingly.	INTELLINK "RULES"
HOTEL INCIDENTALS	Transactions for potential hotel Incidentals which are not allowed in State Policy. Report is capturing purchases under \$50. Please note that this report may not be complete, as not all hotel merchants report line item details.	This would show possible transactions for hotel incidentals charged to the purchasing card with a value of \$50 or less. Incidentals are not allowed as per the State's policy, unless approvals are obtained and all results must be documented accordingly. Please note that this report may not be complete as not all hotel merchants report line item details.	INTELLINK "RULES"
NON-CONTRACTED CAR RENTAL COMPANY RULE	Transactions for non-contracted car rental companies. Does not include Enterprise, National or Hertz. Monitored as to why cardholder is using car rental companies other than those on mandated contracts.	This report would show all rentals which were contracted through a rental company other than Enterprise, National or Hertz, which are our mandated contracted vendors and all results must be documented accordingly.	INTELLINK "RULES"
SINGLE TRANSACTIONS EXCEEDING \$5000	Transactions exceeding \$5,000 should be monitored as they are not allowed in the State Policy without prior approval. Need to ensure proper approval was obtained from Office of State Travel to allow any of these purchases.	This is single transactions which are over \$5,000, which is not allowed in the State's policy. All purchases should be reviewed to ensure that proper approval was obtained and all results must be documented accordingly.	INTELLINK "RULES"
ALLOWED MCCs - FOOD AND ALCOHOL	MCCs which may be opened but should be monitored. Includes food and alcohol Merchants/purchases. Should be reviewed with special attention to MCC groups, 5813, 5921. Need to ensure proper approval was obtained from Office of State Travel to allow any of these purchases.	Purchases which may not be allowed/necessary for business purposes. These should be reviewed for possible personal travel, which is not allowed unless prior approval has been obtained from Office of State Travel for these type purchases. Also should be auditing that alcohol is not being purchased unless justified, approved. All results must be documented accordingly.	INTELLINK "RULES"

DECLINE REPORT	The report shows declined attempts for cardholders which are trying to use the purchasing card for purchases and/or with vendors which are not allowed.	This report, located in BOA WORKS system, will show when a cardholder attempts to purchase an item or purchase from a vendor which is not allowed/blocked. This report to be used to ensure cardholder justifies why the purchase was attempted and the agency, depending on the cardholder's response, all results must be handle and documented accordingly.	BOA WORKS REPORTING SYSTEM
CARD STATUS REPORT	The report shows the status of each card by listing the cardholders name, profile, single transaction limit.	This report, located in BOA WORKS system, will show the status of each card by listing the cardholders name, profile, single transaction limit. You should be able to verify that each cardholder has been assigned the correct profile and all limits are correct.	BOA WORKS REPORTING SYSTEM

ADDITIONAL REPORTS AS ADDED VALUE FOR COMPLIANCE MONITORING. IT IS STRONGLY RECOMMENDED THAT

REPORT NAME	USED FOR.....	REPORT SHOULD PRODUCE....	SYSTEM....
WEEKEND PURCHASE ACTIVITY	The Rule is designed to display transactions that occurred on weekends (Saturday / Sunday)	This would show transactions which were purchased, not posted, on a weekend. All transactions should be reviewed to ensure that transactions are business related. All results must be documented accordingly. Report will be made available in September, 2013	INTELLINK "RULES"
HOLIDAY PURCHASE ACTIVITY	The Rule is designed to display transactions that occurred on State holidays	This would show transactions which were purchased on a state declared holiday. All transactions should be reviewed to ensure that transactions are business related. All results must be documented accordingly.	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. All results must be documented accordingly. First class is not allowed and business is allowed only under certain circumstances. 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	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.	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" options next to each transaction. For complete, "exported" list of fuel grades purchased, see Intellink Reporting, Fuel Type Summary Report	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.	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 This would show transactions which were purchased, not posted, on a weekend. All transactions should be reviewed to ensure that transactions are business related. All results must be documented accordingly.	INTELLINK "REPORTING"
FUEL TYPE SUMMARY	Fuel Type Summary by Card Account Report	This report combines all fuel purchases along with the type 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 This would show transactions which were purchased, not posted, on a weekend. All transactions should be reviewed to ensure that transactions are business related. All results must be documented accordingly. This report will be available in September, 2013.	INTELLINK "REPORTING"
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.	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	INTELLINK "REPORTING"
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)	INTELLINK "REPORTING"
WEEKEND PURCHASE ACTIVITY REPORT	The 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	INTELLINK "REPORTING"