

# Travel Card Program Audit Reports

At a minimum, the following reports must be run monthly, reviewed, and all results must be addressed accordingly. Documentation must be maintained on file.

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).	Card was cancelled or suspended. Should be reviewed to ensure that all transactions are valid and documented accordingly. At this point the Close/Suspended date does not show, however, this change is in the near future.	VISA 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. All results must be documented accordingly.	VISA 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.	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. All results must be documented accordingly. Please note that this report may not be complete as not all hotel merchants report line item details.	VISA 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. All results must be documented accordingly.	VISA 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, without approval. All purchases should be reviewed to ensure that proper approval was obtained all results must be documented accordingly.	VISA 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.	VISA INTELLINK "RULES"

<b>Report Name</b>	<b>Used For</b>	<b>Report Should Produce</b>	<b>System</b>
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, should handle accordingly. All results must be documented.	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

All reports listed above must be documented and certified by the 16th of each month at the [Travel Compliance: Portal](#)