



SmartPay® 2
Agency/Organization Program Guide
Travel

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Introduction

Your GSA SmartPay® 2 Travel Card is brought to you by U.S. Bank® Government Services. We thank you for selecting U.S. Bank to be your card provider.

This Agency/Organization Program Coordinator (A/OPC) Guide provides the necessary information on how to use the travel card and tools offered by U.S. Bank as you strive to meet your agency's/organization's goals.

The A/OPC plays an important role in encouraging travel card use and program expansion while maintaining the necessary controls and monitoring misuse that is so critical with travel spending.

Please keep this guide on hand and use it as a reference when you have questions about your responsibilities. You are encouraged to read this information carefully and contact U.S. Bank Government Services if you have questions about any part of this program.

U.S. Bank Government Services Contacts

P.O. Box 6347, Fargo ND 58125-6347

Contact us 24 hours a day, 7 days a week

Toll Free:	888-994-6722
Outside the U.S. call collect:	701-461-2232
Fax:	866-457-7506
Outside the U.S., fax:	701-461-3466

The U.S. Bank Team

U.S. Bank Government Services has a highly specialized service team to help A/OPCs manage their travel card program and to provide superior ongoing service.

U.S. Bank Government Services Account Coordinator

The U.S. Bank Government Services Account Coordinator provides daily support to the agency/organization and works primarily with the lower level A/OPC. The account coordinator's primary responsibilities include:

- Preparing and coordinating internal processes to support the program
- Answering daily program management questions
- Consulting with each agency/organization on their reporting needs and analysis
- Managing ongoing daily customer relationships

 **GOVERNMENT SERVICES**

U.S. Bank Government Services
U.S. Bank Plaza
200 South 6th Street
Minneapolis, MN 55402
Phone: 800-254-9885
Fax: 866-977-1475
E-mail: gov.service@usbank.com
Hours: 7:00 a.m. to 6:00 p.m. CT

My U.S. Bank Government Services Account Coordinator

Name: _____

Phone: (_____) _____

E-mail: _____

U.S. Bank Government Services Customer Support

The U.S. Bank Government Services Customer Support team provides account information primarily to travel cardholders and Approving/Billing Officials (A/BOs). The customer support team’s primary responsibilities include:

- Activating accounts
- Answering account inquiries (balances, spending limits, transaction status, closure)
- Responding to account statement and payment inquiries (duplication statement requests, payment status)
- Responding to lost/stolen card notifications, card inquiries, non-receipt notifications and card replacement requests
- Replying to declined authorization inquiries
- Completing account maintenance (name and address changes) requests
- Responding to dispute initiation and status inquiries

Payments

The Payment Services team processes all payments received for the U.S. Bank Travel Card program and ensures that payments are posted to the appropriate account.

Collections

The Collections team offers support in collecting balances on past due accounts and works with the A/OPC to resolve past due situations and prevent escalation to account suspension.

Disputes

The Disputes team can answer questions or concerns regarding transaction dispute initiation and can also provide information regarding the progress or resolution of a disputed item. Disputes may be filed by phone, electronically or in writing.




GOVERNMENT SERVICES

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Toll Free:	888-994-6722
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Fax:	866-457-7506
Outside the U.S., fax to	701-461-3466

Additional U.S. Bank Resources

U.S. Bank Electronic Access System

This web-based electronic access tool is designed to be the single source for travel card program management and related data. [U.S. Bank Access® Online](#) enhances program management capabilities and streamlines the billing and payment processes.

U.S. Bank Access Online link: <https://access.usbank.com>

Access Online Program Support

24 hours a day, 7 days a week

Phone: 800-254-9885

E-mail: accessonlinesupport@usbank.com

U.S Bank Web-Based Training

Web-Based Training (WBT) is an electronic tool designed to create a unique training experience. WBT provides self-paced Access Online training any time, any day. Our WBT is very comprehensive and includes user guides, sample statements, simulations, instruction manuals, quick reference guides, recorded classes and an optional certification process that includes quizzes to ensure all of your agency/organization participants are trained. Program participants may take this training as often as they need.

WBT training link: <https://wbt.access.usbank.com>

Passwords are updated every 60 days and are sent to agencies/organizations for distribution.

U.S. Bank Government Services website

The U.S. Bank Government Services website is an exclusive training and communication website tailored to support U.S. Bank Government Services Travel Card customers. Visit usbank.com/gov_forourclients to access communication updates, training resources, and reference materials to successfully implement and manage the travel card program. This website contains information specific to each agency/organization including presentation materials, forms, guides and links to other resources. No password is necessary to access this site.

U.S. Bank Government Services Technical Help Desk

U.S. Bank Government Services Technical Help Desk is available 24 hours a day, 7 days-a-week. They can assist A/OPCs and cardholders with questions about web-based program management tools.

Agency/Organization Program Coordinator Responsibilities

The A/OPC is responsible for their agency's/organization's U.S. Bank Government Services Travel Card program. The A/OPC is the focal point for program questions, account application coordination, card issuance and cancellation, report management and review, and administrative training. The A/OPC should understand the program benefits for cardholders, the agency/organization and merchants accepting the cards.

Specific responsibilities may include:

Account Setup

- Identifying the necessity and purpose for each account issued
- Verifying that the cardholder has followed appropriate agency policy on creditworthiness assessments
- Reviewing standard/restricted card limits with Agency Program Manager and U.S. Bank customer support teams to ensure agency's/organization's risk mitigation procedures are met
- Determining spending controls (e.g., velocity monitoring, cardholder spending limit), Merchant Category Code (MCC) blocking, and expiration dates
- Verifying contact information
- Creating point of contact records for their agency/organization and submitting them to U.S. Bank Government Services for processing and electronic access system set-up (if applicable)

Account Maintenance/Cancellation

- Coordinating account maintenance changes (e.g., addresses, spending controls, MCC blocking)
- Canceling cards immediately upon changes in employee status (e.g., retirement, termination, leave of absence)

General Program Management

- Ensuring cardholder confidentiality
- Delivering training and supporting materials to cardholders and other program participants, as established by the agency/organization
- Distributing internal procedures for the agency/organization
- Maintaining the agency's/organization's internal program communications
- Serving as liaison between A/BOs for Centrally Billed Travel (also known as Central Travel System or CTS) accounts and U.S. Bank Government Services
- Using management reporting tools to ensure Individual Billed Account (IBA) cardholders use their travel cards for official government travel only
- Auditing delinquency reports to ensure cardholders adhere to agency guidance on timely reimbursement and payment, and if appropriate, agency salary offset procedures

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Exception Authorizations

- Authorizing temporary changes for the cardholder(s) spending limits and/or Merchant Category Code (MCC) blocking
- Working with the Agency Program Manager to identify new product implementation as appropriate to reduce risk and build efficiencies into the travel card program.

Card Issuance Authorizations

- Reviewing renewal information for all accounts nearing expiration and authorizing account renewal
- Advising U.S. Bank Government Services, in writing, of those accounts not eligible for reissue
- Reviewing standard/restricted card limits with Agency Program Manager and U.S. Bank customer support teams to ensure the agency/organization risk mitigation procedures are met at time of reissue of accounts

Agency/Organization Contacts

Program Manager

The Program Manager for an agency/organization is the senior contact person who is responsible for contract and task order negotiations and task order design related to the travel card program.

Specific responsibilities may include:

- Specifying products and services required in the initial task order
- Issuing modifications to the task order, as required
- Sponsoring and requesting travel card program enhancements
- Negotiating pricing for all program products and services

Program Manager

Name: _____

Phone: (_____) _____

E-mail: _____

Approving/Billing Official

Depending upon an agency’s/organization’s structure, the A/BO has responsibility for managing the billing, payment and approval processes for CTS invoices.

Please refer to the Approving/Billing Official Guide for further information on the roles/responsibilities in managing a CTS account.



GOVERNMENT SERVICES

At a high level, responsibilities may include:

- Receiving and reconciling the official invoice (the Billing Statement) at the cycle date
- Ensuring that centrally billed travel accounts/cards issued under their area of responsibility are properly utilized
- Verifying transactions are for official government use only
- Approving and/or certifying that the Billing Statement is in order to make payment to U.S. Bank Government Services in accordance with the Prompt Payment Act
- Working with U.S. Bank Government Services to resolve payment issues
- Notifying the A/OPC when there is a A/BO change or when a new A/BO is assigned

Approving/Billing Official

Name: _____

Phone: (_____) _____

E-mail: _____

Cardholders

Cardholders are individuals employed by or affiliated with the agency/organization who are issued U.S. Bank Government Services Travel Cards. Cardholders are responsible for using their travel card in accordance with their agency's/organization's policies and procedures and any applicable travel regulations or restrictions.

Specific responsibilities may include:

- Signing their card in the signature panel
- Maintaining card security to prevent unauthorized charges against the account
- Using the card for official government travel only in accordance with agency's/organization's policies
- Obtaining a receipt at the point of purchase and verifying it for accuracy
- Reconciling the monthly Cardholder Statement
- Forwarding receipts and expense report —upon completion of official travel — to the agency/organization for reimbursement as determined by agency/organization
- Paying invoice in full to U.S. Bank upon receipt. Cardholders are liable to U.S. Bank for full payment of all charges authorized, independently of any agreement or program for reimbursement that may exist between the cardholder and the agency/organization
- Calling U.S. Bank Government Services immediately to report lost or stolen cards
- Notifying U.S. Bank Government Services of any billing discrepancies posted on their Cardholder Statement of Account that cannot be resolved with the merchant
- Notifying the A/OPC, of any name, telephone, address or other account changes
- Disallowing any member of their staff, family or supervisor to use their travel card; the cardholder, alone, is authorized to use the card

 **GOVERNMENT SERVICES**

Other Contacts

Name: _____

Organization: _____

Role: _____

Phone: (_____) _____

E-mail: _____

Name: _____

Organization: _____

Role: _____

Phone: (_____) _____

E-mail: _____

Travel Card Benefits

U.S. Bank has developed travel card options to better meet the government’s unique needs and provide greater efficiencies. It is important for the A/OPC to understand and communicate travel card benefits to program participants to ensure ongoing acceptance and overall program performance. U.S. Bank is committed to helping make the agency/organization travel card program oversight effective and efficient.

Cardholder Benefits

- Travel cards save time, reduce paperwork and are widely accepted
- Authorization for use at automated teller machines (ATMs) for cash withdrawals, or access to acquire traveler’s checks if overseas travel is not supported through ATM withdrawals
- Automatic travel accident insurance
- 24/7 emergency assistance allows cardholders to travel with confidence



GOVERNMENT SERVICES

Agency/Organization Benefits

- Provides flexible spending controls that allow the agency/organization to easily manage and maintain control of travel program
 - Enables blocking of high risk merchants to include transactions such as wire transfer services, fur shops, pawn shops and jewelry stores
 - Permits daily, weekly and monthly cash limits
- Allows A/OPCs to establish pre-determined spending by individual or group accounts in order to prevent fraud and misuse
- Offers enhanced data that allow agency/organization to analyze spend, validate negotiated rates and monitor program compliance
- Provides 24/7 program management assistance
- Grants coverage against eligible losses that an agency/organization may incur due to employee misuse through Visa and MasterCard Liability Waiver programs
 - For IBA, claim documents will be sent out automatically for terminated accounts with unpaid balances remaining.
 - For CTS accounts, please contact your U.S. Bank Account Coordinator to request claim documents.
- Supplies automated program management tools to effectively and efficiently manage agency/organization travel policies and procedures
 - **Credit Worthiness Assessment** – In accordance with guidelines stipulated in OMB Circular A-123, U. S. Bank can assist agencies/organizations in implementing credit worthiness checks and card issuance/spending limit controls on IBA cards appropriate to a cardholder's personal credit history. Provisions for issuance of restricted cards (cards that are issued without performing a credit check but have significantly lower spending limits and greater controls) can be determined by each agency/organization. Agencies and organizations may also substitute their own guidance for this policy.
 - **Salary Offset Program** – Salary offset provides agencies/organizations with a tool to recover funds from delinquent cardholders. U.S. Bank will work with an agency/organization to identify prospective participants in salary offset program in order to repay a past-due balance, thus reducing the administrative burden of managing individually billed travel card delinquency

Ongoing Program Administration

The A/OPC is the individual responsible for ongoing administration of the travel card program. Day-to-day activities such as account maintenance reissue of cards, reporting lost or stolen cards and canceling cards fall under ongoing administration.

Card Delivery

The U.S. Bank Travel Card will be mailed directly to the cardholder unless otherwise directed by the agency/organization. Cards will be mailed within three business days from receipt of the completed new account setup. For those cardholders with ATM access, Personal Identification Numbers (PIN) are mailed separately after new cards have been delivered.

GOVERNMENT SERVICES

Non-receipt of Requested Cards

Cardholders should allow for normal U.S. Postal Service mailing time after a new account is set up for receipt of their card or account activation letter. If a cardholder has reason to believe that their card or confirmation letter should have been received — and they have not yet received it — they should contact U.S. Bank Government Services to verify the mailing date. Cardholders may be instructed to report their card as lost in the mail. A new account number will be assigned and a new card or confirmation will be mailed to the cardholder within 24 hours. Cardholders should also notify the A/OPC of the situation immediately.

Traditional U.S. Bank Government Services Travel Card Plastic

A plastic account is one where the cardholder receives the actual U.S. Bank Travel Card. The card contains a 16-digit account number with the expiration date printed on the front of the travel card. The card may only be used by the designated cardholder and must be used for official government use only. The U.S. Bank Government Services Travel Card must not be used for personal purchases or any purchases other than those made for official government business in accordance with the agency's/organization's policies. All individually billed travel accounts will receive plastic.



The card design is specified by the GSA Master Contract and includes these phrases printed on the card:

- For Official Government Travel Only
- CPP
- If misuse suspected, call 866-397-5292

The information embossed on the card includes:

- Cardholder name
- Account number
- Expiration date
- 20-Character alpha/numeric field for an agency/organization identifier (optional)
- 8-Character alpha/numeric optional field

 **GOVERNMENT SERVICES**

The reverse side of the card also includes the U.S. Bank logo, a space for the cardholder signature, the U.S. Bank Government Services 24 hour toll free phone number and the 3-digit Cardholder Verification Value (known as the CVV2 or CVC2 number).

Cardholders should sign their card immediately upon receipt and also call the toll free number printed on the card activation sticker to activate their account prior to using their travel card. Cardholders will be asked their social security number during the activation process. Once a cardholder acknowledges receipt of the card, the account will be activated immediately.

U.S. Bank Government Services Travel Cardless Account

Cardless accounts are best when several users will be billing expenses to one account. For instance, a cardless account is appropriate should an agency/organization decide to centrally bill all airfare booked through its commercial travel office/travel management center. This type of account allows the agency/organization to bill to one account rather than to each employee's IBA card. The travel agency will be issued an account number. For security and control, no plastic is issued to users of the account.

U.S. Bank Government Services Quasi-Generic and Generic Travel Cards

Quasi-Generic and generic travel cards may be used by an agency/organization for security reasons (e.g. purchasing abroad, undercover operations, etc.). A/OPCs should refer to their internal agency/organization policy and procedures regarding Quasi-Generic and generic travel cards.

Changes to Cardholder Information

Changes to cardholder information — such as name, address, telephone number, e-mail address, organization, restrictions or accounting code — must be immediately reported to U.S. Bank Government Services by the cardholder's A/OPC.

Card Renewal Reissue

Renewal cards will automatically be mailed to cardholders on file three years from the initial card issue date and every three years thereafter for the term of the contract, unless otherwise requested by the agency/organization. A Renewal Report is available to the A/OPC for review 60 days prior to the renewal date. This report lists all cards/accounts due to expire and identifies account name, account number, expiration dates and any other information required to determine renewal status. The A/OPC should indicate which cardholders are to be renewed and return the report by the date specified.

Lost or Stolen Cards

Cardholders are responsible for notifying U.S. Bank Government Services and their A/OPC immediately if their U.S. Bank Travel Card is lost, stolen or compromised in any way. Cardholders should provide the following information — complete name and card number, the date U.S. Bank Government Services was notified, and any purchase(s) made on the day the card was lost or stolen. A new replacement card will be mailed to the cardholder and a new account number will be assigned.

In the case of a lost or stolen card, it is important that cardholders immediately notify their A/OPC and U.S. Bank Government Services at 888-994-6722. Outside the U.S., call collect: 701-461-2232.

Cancellation of Cards

If a travel card needs to be canceled because the cardholder leaves the agency/organization — or for any other reason — the cardholder should immediately notify their A/OPC and surrender their card. The A/OPC should instruct U.S. Bank Government Services of any additional action that may need to be taken.

GOVERNMENT SERVICES

Account Payments

Because the Travel Card is a charge card, and not a credit card, the amount on the billing statement is due upon receipt and must be paid in full each billing cycle. The billing statement lists all charges made to the account during the previous cycle. All payments must be made in U.S. currency. Checks or drafts must be drawn from a bank in the U.S.

- **Individual Billing Accounts** — Cardholders are responsible for full payment of all charges on their account. U.S. Bank accepts electronic (ACH, EDI, Autopay, Teleplay, epay), check, and wire payments on all accounts.
- **Central Billing Accounts** — The agency /organization is responsible for full payment of CTS Accounts. Payments may be sent electronically (ACH, EDI, Autopay, Teleplay) or by check or wire.

Cardholder Training

It is the A/OPC responsibility to train the cardholder in accordance with agency/organization policy and procedures. Some key points that should be reviewed with each new cardholder include:

- The U.S. Bank Travel Card is for official government travel only. It should never be used for personal expenses
- Most travel cards are individually billed, which means that the cardholder is personally liable for payment of the charges on the card. Failure to pay the balance of the card could affect a cardholder's personal credit, especially if the account is cancelled due to severe delinquency and is referred to an outside collection agency. The cardholder should be reminded to read the Cardholder Agreement. Usage of the card implies acceptance of the Cardholder Agreement
- Cardholders should be instructed to dispute all inaccurate or unrecognized charges immediately. Disputes must be filed within 90 days of the transaction posting date. After 90 days the cardholder loses the right to dispute charges. Cardholders can facilitate disputes via customer service, submitting a written request, or via the web using U.S. Bank Access Online
- Training information and copies of the Cardholder Agreement can be found on the U.S. Bank Training and Communications website at usbank.com/gov_forourclients

Account Suspension & Cancellation

In the event prompt payment is not made to U.S. Bank Government Services, by the individual cardholder, the cardholder is subject to account suspension and account cancellation actions.

It is not the desire of, nor is it advantageous for U.S. Bank Government Services to suspend accounts of any cardholder. However, if a billing account for the cardholder becomes delinquent in its payment obligations, and all efforts have been exhausted, U.S. Bank Government Services will use suspension procedures authorized in the GSA master contract or those agreed to, including salary offset, with the agency/organization.

The following outlines the most aggressive suspension procedure that is allowed by the GSA master contract.

 **GOVERNMENT SERVICES**

Please review the following carefully:

45 Days

For suspension purposes, an account is considered past due if payment for undisputed principal amounts has not been received 45 calendar days from the billing date.

If the account has not been suspended in the last 12 months, or if it has only been suspended once, the first Late Payment Notice will be sent. This Late Payment Notice notifies the A/OPC that the account is past due and requests full payment of undisputed principal amount.

If the account has been suspended twice within the last 12 months, the account will automatically be suspended again. A Late Payment Notice will be sent notifying the A/OPC that the account is past due again, and that it will be canceled if no payment is received within five calendar days.

55 Days

If payment has not been received at 55 calendar days from the billing date U.S. Bank Government Services will send a second Late Payment Notice. The second Late Payment Notice notifies the A/OPC that the account will be suspended within five calendar days if no payment is received.

61 Days

If payment has not been received at 61 calendar days from the billing date, U.S. Bank Government Services will suspend the account.

120 Days

If payment has not been received at 120 calendar days from the billing date, a third Late Payment Notice is sent. This Late Payment Notice informs the A/OPC that the account is now 120 days past due and the account will be canceled if payment is not received within five calendar days.

126 Days

If payment has not been received at 126 calendar days from the billing date, the account will be canceled.

A/OPCs can implement several control factors to prevent abuse of the government travel charge card and help minimize the occurrence of delinquency

Tax Exempt Status

Expenses charged on individually billed travel cards are usually not tax exempt. Agencies/organizations have the option of centrally billing only selected types of expenses. For example, an agency/organization can elect to have all car rental charges centrally billed and all other expenses individually billed. The Federal Government is not tax exempt on airfare purchases, regardless of the type of card.

Foreign Currency

Transactions initiated in a foreign currency will post to a cardholder statement in U.S. Dollars. In addition, U.S. Bank Government Services will provide the foreign dollar amount and the exchange rate applied at the time the transaction was processed. A 1% conversion fee will be charged by Visa or MasterCard and incorporated into the exchange rate that appears.

 GOVERNMENT SERVICES

Liability Waiver

Agencies/Organizations are covered under U.S. Bank Government Services Limited Liability Waiver Program which is governed by Visa/MasterCard. This program protects agencies/organizations against eligible losses that might be incurred through card misuse by a terminated employee. The program waives certain eligible charges in the event that an employee misuses card privileges. Contact your account coordinator for additional information.

Program Management and Reporting

Comprehensive reporting is vital to effective travel card program management. The U.S. Bank electronic access system provides agencies/organizations with online-access to their travel card transaction data. An extensive set of reports is also available to assist agencies/organizations in the areas of overall travel card program management, financial management, supplier management and compliance management:


- **Program Management Reports** — Enable agencies/organizations to support general program management activities and monitor policy compliance. Using program management reports, agencies/organizations can track important card program activity trends which they can then use to evaluate their program effectiveness, to identify any suspected program misuse, and to proactively mitigate potential risk.
- **Supplier Management Reports** — Help agencies/organizations manage supplier relationships, support negotiations, and manage spending by category. Supplier management reports can also be used to analyze the overall effectiveness of an agency's/organization's supplier strategies and identify performance issues and opportunities.

To learn more about reporting options and to review report samples, consult the U.S. Bank Government Service [Communications and Training website](#), or login to the web-based training for the U.S. Bank electronic access system.

GOVERNMENT SERVICES

Statement Samples

CTS Individual Account Statement Page 1



U.S. BANK
TRAVEL CARD PROGRAM
PO BOX 6348
FARGO ND 58125-6348

ACCOUNT NUMBER	0000-0000-0000-0000
STATEMENT DATE	10-15-08
CURRENT BALANCE	10.00

ABC INCORPORATED
ATTN JANE ABC
123 ANY STREET
PO BOX 1000
ANY CITY ST 00000-0000

MEMO/STATEMENT ONLY
DO NOT REQUIR PAYMENT

ATTN JANE ABC
ACCOUNTING CODE:

AGENCY/ORG ID:

POST DATE	TRAMP DATE	Balance Number	Transaction Description	Amount
09-16	09-15	000000000000000000000000	123 CORPORATION	11.50
09-16	09-15	000000000000000000000000	123 CORPORATION	4.95
09-16	09-15	000000000000000000000000	123 CORPORATION	11.50
09-16	09-15	000000000000000000000000	123 CORPORATION	38.19
09-16	09-15	000000000000000000000000	123 CORPORATION	6.50
09-16	09-15	000000000000000000000000	123 CORPORATION	5.05
09-16	09-15	000000000000000000000000	123 CORPORATION	11.50
09-16	09-15	000000000000000000000000	123 CORPORATION	10.27
09-16	09-15	000000000000000000000000	123 CORPORATION	35.60
09-16	09-15	000000000000000000000000	123 CORPORATION	88.40
09-16	09-15	000000000000000000000000	123 CORPORATION	56.36
09-16	09-15	000000000000000000000000	123 CORPORATION	55.21
09-16	09-15	000000000000000000000000	123 CORPORATION	65.95
09-16	09-15	000000000000000000000000	123 CORPORATION	42.50
09-16	09-15	000000000000000000000000	123 CORPORATION	44.80
09-16	09-15	000000000000000000000000	123 CORPORATION	88.00
09-16	09-15	000000000000000000000000	123 CORPORATION	78.08
09-16	09-15	000000000000000000000000	123 CORPORATION	15.05
09-16	09-15	000000000000000000000000	123 CORPORATION	95.25
09-16	09-15	000000000000000000000000	123 CORPORATION	15.15
09-16	09-15	000000000000000000000000	123 CORPORATION	85.25

CUSTOMER SERVICE CALL 888-994-6722 LOST/STOLEN CARDS CALL 888-994-6722	ACCOUNT NUMBER 000-000-0000-0000 STATEMENT DATE: 10/15/08	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th colspan="2">ACCOUNT SUMMARY</th> </tr> <tr> <td>PURCHASES & OTHER CHARGES</td> <td style="text-align: right;">3,412.74</td> </tr> <tr> <td>CASH ADVANCES</td> <td style="text-align: right;">.00</td> </tr> <tr> <td>CREDITS</td> <td style="text-align: right;">.00</td> </tr> <tr> <td>CASH ADVANCE FEE</td> <td style="text-align: right;">.00</td> </tr> <tr> <td>NEW BALANCE</td> <td style="text-align: right;">3,412.74</td> </tr> <tr> <td>DISPUTE AMOUNT</td> <td style="text-align: right;">.00</td> </tr> </table>	ACCOUNT SUMMARY		PURCHASES & OTHER CHARGES	3,412.74	CASH ADVANCES	.00	CREDITS	.00	CASH ADVANCE FEE	.00	NEW BALANCE	3,412.74	DISPUTE AMOUNT	.00
ACCOUNT SUMMARY																
PURCHASES & OTHER CHARGES	3,412.74															
CASH ADVANCES	.00															
CREDITS	.00															
CASH ADVANCE FEE	.00															
NEW BALANCE	3,412.74															
DISPUTE AMOUNT	.00															

SEND BILLING INQUIRIES TO:

U.S. BANK
TRAVEL CARD PROGRAM
PO BOX 6335
FARGO ND 58125-6335

PAGE 1 OF 2



GOVERNMENT SERVICES

CTS Individual Account Statement

Page 2

ABC INCORPORATED
 ATTN JANE ABC
 123 ANY STREET
 PO BOX 1000
 ANY CITY ST 00000-0000

ACCOUNT NUMBER

0000-0000-0000-0000

STATEMENT DATE: 10/15/08

PRD (4/4)	THRU DATE	Reference Number	Transaction Description	Amount
09-16	09-15	00000000000000000000	123 CORPORATION	13.50
09-16	09-15	00000000000000000000	123 CORPORATION	4.95
09-16	09-15	00000000000000000000	123 CORPORATION	13.50
09-16	09-15	00000000000000000000	123 CORPORATION	18.19
09-16	09-15	00000000000000000000	123 CORPORATION	6.50
09-16	09-15	00000000000000000000	123 CORPORATION	5.05
09-16	09-15	00000000000000000000	123 CORPORATION	13.50
09-16	09-15	00000000000000000000	123 CORPORATION	10.22
09-16	09-15	00000000000000000000	123 CORPORATION	35.60
09-16	09-15	00000000000000000000	123 CORPORATION	88.65
09-16	09-15	00000000000000000000	123 CORPORATION	56.36
09-16	09-15	00000000000000000000	123 CORPORATION	55.23
09-16	09-15	00000000000000000000	123 CORPORATION	65.95
09-16	09-15	00000000000000000000	123 CORPORATION	42.50
09-16	09-15	00000000000000000000	123 CORPORATION	44.80
09-16	09-15	00000000000000000000	123 CORPORATION	88.90
09-16	09-15	00000000000000000000	123 CORPORATION	78.08
09-16	09-15	00000000000000000000	123 CORPORATION	15.05
09-16	09-15	00000000000000000000	123 CORPORATION	95.25
09-16	09-15	00000000000000000000	123 CORPORATION	15.15
09-16	09-15	00000000000000000000	123 CORPORATION	45.25
09-16	09-15	00000000000000000000	123 CORPORATION	13.50
09-16	09-15	00000000000000000000	123 CORPORATION	4.95
09-16	09-15	00000000000000000000	123 CORPORATION	13.50
09-16	09-15	00000000000000000000	123 CORPORATION	18.19
09-16	09-15	00000000000000000000	123 CORPORATION	6.50
09-16	09-15	00000000000000000000	123 CORPORATION	5.05
09-16	09-15	00000000000000000000	123 CORPORATION	13.50
09-16	09-15	00000000000000000000	123 CORPORATION	10.22
09-16	09-15	00000000000000000000	123 CORPORATION	35.60
09-16	09-15	00000000000000000000	123 CORPORATION	88.65
09-16	09-15	00000000000000000000	123 CORPORATION	56.36
09-16	09-15	00000000000000000000	123 CORPORATION	55.23
09-16	09-15	00000000000000000000	123 CORPORATION	65.95
09-16	09-15	00000000000000000000	123 CORPORATION	42.50
09-16	09-15	00000000000000000000	123 CORPORATION	44.80
09-16	09-15	00000000000000000000	123 CORPORATION	88.90
09-16	09-15	00000000000000000000	123 CORPORATION	78.08
09-16	09-15	00000000000000000000	123 CORPORATION	15.05
09-16	09-15	00000000000000000000	123 CORPORATION	95.25
09-16	09-15	00000000000000000000	123 CORPORATION	15.15
09-16	09-15	00000000000000000000	123 CORPORATION	45.25

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