

DEPARTMENT OF CULTURE, RECREATION AND TOURISM
CORPORATE BUSINESS ACCOUNT LOG
AGENCY _____

FOR BILLING CYCLE ____ / ____ / ____ THROUGH ____ / ____ / ____

NO.	Trans Date	Dates of Flight		Cross- reference for credits *	TRAVELER	DESTINATION	TOTAL AMOUNT	Agency	Expenditure Org	Object Code	Object Detail	Reporting Category	Amount
1													
2													
3													
4													
5													
6													
7													
8													
9													
10													
11													
12													
13													
14													
15													
16													
17													
18													
19													
20													
TOTALS							0.00						0.00

* For credits, include the ending date of the log and the line number on which the original charge appeared.

I certify that each of the above charges was properly authorized and made in accordance with PPM 49, that this log has been reconciled to the monthly statement, and that proper documentation, including an approved copy of the travel authorization or written approval from the Commissioner of Administration, is attached for each transaction.

I certify that this log has been reconciled to the monthly statement, that all required documentation is attached for each transaction and that each transaction is properly coded.

I certify that this log has been reconciled to the monthly statement, that all required documentation is attached for each transaction and that each transaction is properly coded. Information is ready for input into the ISIS system.

I certify that proper documentation is attached for each transaction. Information is ready for input into the ISIS system.

PRIMARY AUTHORIZER
SIGNATURE / DATE

BUSINESS SERVICES MANAGER
SIGNATURE / DATE

BUDGET ANALYST
SIGNATURE / DATE

ACCOUNTS PAYABLE
SIGNATURE / DATE