UNM PURCHASING CARD

# STUDY ABROAD CARDHOLDER TRAVEL EXPENSE DIARY

**Cardholder Name:** _____

**Default Index & Account Code:** _____

**Department:** _____

**Org Code:** _____

**PCard Statement Date:** _____

Use this form to record charges when you are unable to obtain a receipt. Only charges where a receipt was not provided must be included on this log.

| Date | Vendor | Item Description and University Business Purpose | Amount |
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I certify that the information contained on this Log complies with the Cardholder Agreement and Purchasing Card Policies and Procedures.

**Cardholder Signature:** _____