

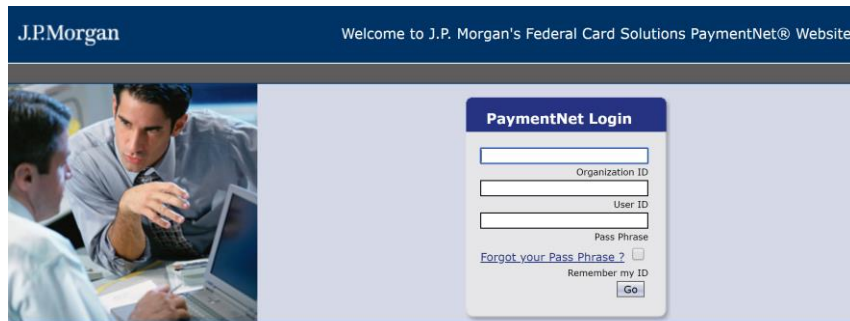


# OFFICE OF TRUST SERVICES PATHWAYS INTERNSHIP PROGRAM

6/14/2018

## How To Reconcile Your Monthly Travel Charge Card Statement (For Students)

Did you know? You can download and print your Statements Online at: <https://gov1.paymentnet.com/>



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If travel/charges, or payments, were not made during the statement period, and there is not a delinquent balance, the employee will not receive a statement.

However, if you did recently travel and you don't get a statement – This does not mean one was not posted! Check online.

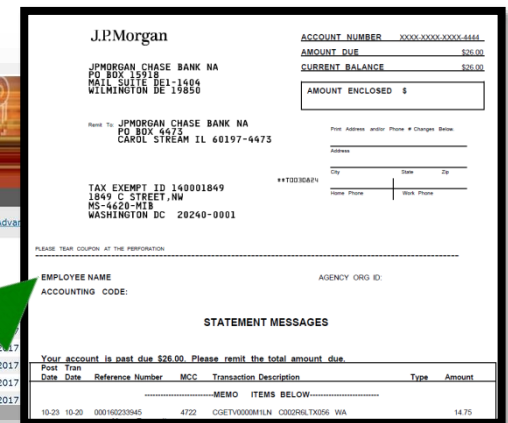
When logging in for the first time, use the following info:

Org ID: DOI1849  
Password: P@ymentNet01

The User ID template is always:  
**BIA[3 initials][4 digits of birth month and birth day]**

Examples:  
Abernathy Bruce Cornwallis born 01/23/1955 = BIAABC0123  
Ashley NMN (no middle name) Craig born 11/11/1955 = BIAAZC1111

No middle name makes the 2nd initial Z.



If the password does not work, utilize the Forgot Password feature. If that does not work, contact us or your A/OPC.

**BIA Charge Card A/OPCs:** Bradley Russell, 703-390-6468, [bradley.russell@bia.gov](mailto:bradley.russell@bia.gov) (OR) Cheryl Battle, 703-390-6477, [cheryl.battle@bia.gov](mailto:cheryl.battle@bia.gov)

## How To Reconcile Your Monthly Travel Charge Card Statement (Cont'd) (For Students)

The term "charge card" rather than "credit card" is used because the Accountholder is required to pay their individually- billed balance in full prior to the PAYMENT DUE DATE listed on the statement. Credit is not being provided to spread payments over a period of time.

Charges are identified by a Vendor's Merchant Category Code (MCC) and automatically separated into:

- **Individually-Billed Accounts (IBA)** or
- **Centrally-Billed Accounts (CBA)**

At times these MCCs can be incorrectly categorized. You are responsible for verifying that each transaction is properly classified as either IBA or CBA, and if not, contacting the A/OPC to have the charges moved.

**J.P.Morgan**

JPMORGAN CHASE BANK NA  
PO BOX 15918  
MAIL SUITE DE1-1404  
WILMINGTON DE 19850

Remit To: JPMORGAN CHASE BANK NA  
PO BOX 4473  
CAROL STREAM IL 60197-4473

JOSEPH JAMES  
TAX EXEMPT ID 140001849  
1849 C STREET,NW  
MS-4620-MIB  
WASHINGTON DC 20240-0001

ACCOUNT NUMBER XXXX-XXXX-XXXX-4444

AMOUNT DUE **\$26.00**

CURRENT BALANCE \$26.00

AMOUNT ENCLOSED \$

Print Address and/or Phone # Changes Below.

Address

City State Zip

Home Phone Work Phone

55826810000000000000000000000000

PLEASE TEAR COUPON AT THE PERFORATION

JOSEPH JAMES

AGENCY ORG ID:

ACCOUNTING CODE:

### STATEMENT MESSAGES

*Balance Paid 10/29/2017 - JJ*

#### INDIVIDUAL TRANSACTIONS

Individual Billed Account (IBA)

Charges above the **memo items line** are the responsibility of the Employee. All travel related transactions that do not post to the CBA will post to the IBA, such as restaurants, cash advances, ATM fees, etc.

Items You Pay →

Post Date	Tran Date	Reference Number	MCC	Transaction Description	Type	Amount
10-03	10-01	000011200740	5812	FAMILY RIVER PIZZA SOMEWHERE USA P.O.S.: SALES TAX:		26.00
-----MEMO ITEMS BELOW-----						
09-29	09-27	872714456431	3058	DELTA 00686761602063 DULUTH Memo Transaction JAMES JOSEPH DEPARTURE: 10-01-17 P.O.S.: B01230 TANUM	Airline Ticket	755.60 ✓
09-28	09-27	026868252324	4722	DTI TANUM0000U055 7702915219 Memo Transaction P.O.S.: SALES TAX:	TMC Fee	34.30 ✓

#### MEMO TRANSACTIONS

Central Billed Account (CBA)

These purchases are paid directly by the government.

These transactions include airline tickets; lodging; car rentals; parking fees; taxis; and extra baggage/luggage fees, etc.

Items BIA  
Central Office Pays →

#### PLEASE REMEMBER!

You must Pay your current balance by the **Statement Due Date** (No exceptions)

This is why it is **important** that you submit your Travel Voucher timely so that you can use the funds from the reimbursement to pay for **IBA** transactions, otherwise you must use your personal funds.

FOR CUSTOMER SERVICE OR DISPUTES CALL 1-888-297-0781	ACCOUNT NUMBER XXXX-XXXX-XXXX-4444	ACCOUNT SUMMARY PREVIOUS BALANCE 00
FOR LOST/STOLEN CARDS CALL: 1-888-297-0782	STATEMENT DATE: 10/19/17	PURCHASES & OTHER CHARGES 26.00
FOR TTY/TDD SERVICE CALL: 1-800-955-8060	PAYMENT DUE DATE: 11/16/17	CASH ADVANCES 00
SEND BILLING INQUIRIES TO: JPMORGAN CHASE BANK NA COMMERCIAL CARD SOLUTIONS P.O. BOX 2015 MAIL SUITE IL1-6225 ELGIN, IL 60121	CREDIT LIMIT: 13,000	FINANCE CHARGES 00
		CREDITS 00
		PAYMENTS 00
		LATE PAYMENT CHARGE 00
		CASH ADVANCE FEE 00
		<b>NEW BALANCE 26.00</b>
		PAST DUE BALANCE 00
		DISPUTE AMOUNT 00
		CENTRAL BILL TOTAL 789.90

## How To Reconcile Your Monthly Travel Charge Card Statement (Cont'd) (For Students)

### Quick Guide to Reconciling Statement

A detailed reconciliation is a vital step in maintaining the efficiency and accuracy of the Charge Card Program. To reconcile the account, the Accountholder must:

1. **Check off each line item** (✓) to verify to your Supervisor that you have reviewed/verified each of the charges on the Statement by comparing them to the sales receipts (incorrect or over charges, double charging, unrecognized charges, or other errors should be apparent).
2. **Write in Travel Authorization Number** or Purpose next to the transaction.
3. **Is Trip paid by Another Office?** If your trip is being paid by another office, get their accounting information and write the cost account information next to items. See below for more instructions.
4. **Do any charges need to be moved Above or Below the Memo Line?** Verify charges are billed to the correct account (IBC/CBA). See below for more instructions.
5. **Document Disputes!** Write any disputes or transactions that will be refunded (credits) in part or full with the amount and date refunded
  - o Incorrect or over charges, double charging, unrecognized charges, or other errors should be apparent).
6. **Sign and Date** the last page of the statement
7. **Send statement and attachments** (receipts, travel authorization, etc.) to your supervisor before the deadline (**PAYMENT DUE DATE**).

**What you need to do to move charges that are wrong.** Some transactions may be misclassified to IBC (or vice-versa) or being paid for by another office. If this happens, you must request a correction through the A/OPC by:

- Write next to the item "Move to CBA" (or "Move to IBA")
- Attach supporting documentation
- Write a note in the "Statement Messages" section on **Page 1** explaining what needs to be done.

JOSEPH JAMES ACCOUNTING CODE:	AGENCY ORG ID:
STATEMENT MESSAGES	
_____ (with arrow pointing to the line)	

The send a copy of your reconciled statement and attachment(s) to **BIA Charge Card A/OPCs:**

- Bradley Russell, 703-390-6468, [bradley.russell@bia.gov](mailto:bradley.russell@bia.gov)
- OR**
- Cheryl Battle, 703-390-6477, [cheryl.battle@bia.gov](mailto:cheryl.battle@bia.gov)

**Do not wait to have this done or you will be responsible for paying the balance.**

## How to Reconcile your Travel Charge Card Statement

**1**

Cab Ride	46.65	✓
Airport to Res (Return)		

Verify (✓) next to each of the charges on the statement by comparing them to the sales receipts (incorrect or over charges, double charging, unrecognized charges, or other errors should be apparent).

**2**

Pg 1		
TANUM00001AYC	Trip to Albuquerque National Fire & Forestry Conference	19.38
ADVANCE FEE	ATM Fee	1.47
ALBUQUERQUE NM	Meal	11.91

Annotate the Travel Authorization Number (TA#) next to each transaction. You can draw a line down for continuous TA#s until ends.

**3**

Pg 2		
Meal		17.71
Lay over in airport (Return)		5.84
Payment for March		11.11
TANUM0000114	43rd Annual ABSEC Student Conference (Albuquerque, NM)	438.87
TANUM00001AYC	Travel Airport to Hotel	19.97

TA# Continued from Page 1

New/Different TA#s

**4**

03-23	03-21	072003313924	3509	MARRIOTT ALBUQUERQUE F ALBUQUERQUE NM *Meal	17.08
Memo Transaction					ARRIVAL: 03-21-16
000005568					Move to IBC
P.O.S.: SALES TAX:					

Attention A/OPC: \*Please move charges from CBA to IBC.

Verify charges are billed to the correct account (IBC/CBA). If you find a charge that has "Memo Transaction" this means it was charged to CBA and must be moved to IBA. Annotate item "Move to IBC" at top of statement or under "Statement Messages" on Page 1. Send a copy of the statement with applicable documentation to your A/OPC asap. You do not have to wait for an approving official's signature!

**5**

MX057 WA	Travel Fee for Boise	14.75
MX052 WA	Travel Fee for Boise	14.75
Double billed. Disputed with Travel Agency. Will refund.		

Annotate any **disputes or transactions** being refunded (credits) in part or full with the amount and date refunded.

**6**

03-28	03-25	870861027309	3658	DELTA 0068;	0068;
Memo Transaction					
P.O.S.: SALES TAX: ABQ DL X ABQ					

CERTIFICATION THAT TRANSACTIONS

*Jordan Phoenix* May 4, 2016

ACCOUNT HOLDER SIGNATURE AND DATE

Sign and date the last page of the statement.

**7**

ACCOUNT NUMBER	XXXX-XXXX-XXXX-5253
STATEMENT DATE:	04/19/16
PAYMENT DUE DATE:	05/17/16

Provide the statement and attach the supplemental documents (receipts, travel authorization, etc.) to your Approving Official (AO) for review **within 30 days from statement date.**