



# UC Davis Travel Visa Card Tools

There are several resources that can be utilized when identifying information related to the UC Davis Travel (Corporate) card. Please use the tools referenced below in order to provide additional information that you may need in order to reconcile payments.

**US Bank Access Online:** Provides up to date information about your Travel (Corporate) card including:

- Current and past due balance
- Monthly account statements
- Transaction details
  - Visit <https://access.usbank.com/cpsApp1/index.jsp> to register/log in (enter "UOFCA" in the Organization Short Name field to register).

## UC Davis Decision Support (DS) Reports

- **332 MyTravel Unreconciled Imported Expenses:** Lists charges that imported into MyTravel but were not paid through this expense application
  - Enter your employee ID in the "Traveler/Submitter ID" field and click "Process Query"
- **418 AggieTravel Unreconciled Card Expenses:** Lists charges that imported into AggieTravel but were not paid through this expense application
  - Enter your employee ID in the "Traveler/Submitter ID" field and click "Process Query"
- **319 MyTravel Report Lookup:** Lists the status of reports initiated in this expense application
  - Enter your employee ID in the "Traveler/Submitter ID" field and click "Process Query"
  - Select individual reports to review charges including those marked as personal
- **419 AggieTravel Report Lookup:** Lists the status of reports initiated in this expense application
  - Enter the cardholder's employee ID in the "Traveler/Submitter ID" field and click "Process Query"
  - Select individual reports to review charges including those marked as personal