

Statement of Account: Detailed Description

Your Statement of Account will include cardholder activity for the billing period and the due date for payment. Cardholders with individually billed transactions (travel-related) are responsible for reconciling their own accounts. Reimbursement for federal travel is based on the Federal Travel Regulations (FTR) and your agency/organization’s policies and regulations. Cardholders with centrally billed transactions (purchase-and fleet-related) should follow their agency/organization’s policies and regulations for reconciliation, approval and cost allocation.

The following information is provided to assist you in reviewing and reconciling your statement. For additional assistance call NationsBank GCSU: 1-800-472-1424.

Key	Statement of Account Language	Description
A.	ACCOUNT NUMBER	Individual account holder number
B.	STATEMENT DATE – PAYMENT DUE DATE	Transactions made on the statement date are reflected in the amount due by the Individual account holder and/or centrally billed (memo items) transactions. The payment due date is the date payment is due for Individually billed payment amounts – (the balance).
C.	NEW BALANCE	Amount account holder must pay on this statement.
D.	AMOUNT ENCLOSED	Individual account holder should write in payment amount enclosed.
E.	(Boxed area on first page of statement – see L through N for transaction detail) POSTING DATE DESCRIPTION TRANSACTION DATE A-C-T CR-PY-DR	Individual account holder transactions: Date NationsBank posted the transaction to your account <i>Due to posting errors in December and early January, certain transactions will appear on your statement with a posting date of 1/20/99 or 1/27/99. The transaction date of the transactions remained the same.</i> Merchant name, location, and reference number Date of transaction Indicator for ATM, Convenience checks or Traveler’s checks transactions Indicator for Credit, Payment or Debit posted

Key	Statement of Account Language	Description
F.	PREVIOUS BALANCE	Amount not paid on previous statement
G. .	PAYMENTS	Payment made on previous statement
H.	NEW BALANCE	Individual account holder amount due
I.	MEMO ITEMS	Centrally billed transactions paid by Agency/Bureau (airline, etc.)
J.	DISPUTES	Transactions placed in dispute – amount is not reflected in Individual account holder amount due.
K.	NUMBER OF DAYS IN BILLING CYCLE	Number of days from opening account with NationsBank to first statement. Second statement will reflect number of days in regular billing cycle for Individual account holder.

Key	Statement of Account Language	Description
L.	(Boxed area on second page of statement)	Continuation of transactions
M.	(Merchant transaction detail) <u>Level 2 detail</u> MREF MZIP DZIP DCYTC SHP DTY TAX TIN OZIP 1057BUSCLASS 1) CORP 2) NON-CORP 1057TYPECLASS 1) N/A 2) FEM 3) HAND-FEM 4) HAND 1057CERT 1) N/A 2) SBA 3) SBA-DIS 4) OTHR 5) SELF 6) SBA-OTHER 7) SBA-DIS-OTHR 8) OTHER-SELF 1099TYPE 1) AFR-AM 2) ASIA-PAC 3) SUBCONT-ASIA 4) HISP 5) NATIV-AM 6) NATIV-HAW 7) NATIV-AK 8) CAUS 9) OTHR	<u>Level 2 detail</u> Merchant transaction reference number Merchant zip code Destination/shipping to zip code Destination/shipping to country code Shipping charge Duty amount Tax amount paid Tax ID number of merchant Originating shipping zip code Business classification – 1) Corporation 2) Noncorporation Type of business ownership – 1) Not applicable 2) Woman owned 3) Handicapped/woman owned 4) Handicapped Type of business by size – 1) Not applicable 2) Small business 3) Small disadvantaged business 4) Other 5) Self employed 6) Small business other 7) Small business, disadvantaged other 8) Self employed other Reporting type of business ownership— 1) African American 2) Asian – Pacific 3) Subcontinental Asian 4) Hispanic 5) Native American 6) Native Hawaiian 7) Native Alaskan 8) Caucasian 9) Other

Key	Statement of Account Language	Description
M.	(Merchant transaction detail continued) <u>Level 3 detail</u> PROD DES QTY UMSRE ITEM IDIS ADIS	<u>Level 3 detail</u> Product code of item purchased Description of item purchased Quantity of item purchased Unit of measure Total line item cost Item discounted (y/n) Additional discount amount
N.	(Airline transaction detail) REF MCC NM TKT OARP DARP DEP SVC	Transaction reference number Merchant category code Passenger name Ticket number Originating airport code Destination airport code Departure date for the trip (leg) Class of service

Department of the Interior
Statement of Account (Page 2)



ACCOUNT INVOICE

ACCOUNT HOLDER
NAME AND ADDRESS

ACCOUNT NUMBER
MC 5568-1200-0000-0000

Page 2 of 2

POSTING DATE	DESCRIPTION	TRANSACTION DATE	A-ATM C-CONV CK T-TRAVLR CK	AMOUNT:CR-CREDIT PY-PAYMENT DR-DEBIT
01-20	CASH ADVANCE FROM BEST BANK/ ACC/BIG FOOT #MT VERNON IL REF:74301838343717291820511 MCC:6011 PHONE:	12-09	A	101.50 DR
01-20	ATM CASH ADVANCE FEE REF:74301838343717291820511 MCC:000 PHONE:	01-20		1.93 DR
01-20	BESTWESTERN OLD COLONY ALEXANDRIA VA REF:76425968336463058450057 MCC:7011 PHONE:	12-02		82.61 DR
01-20	HOLIDAY INN JASPER JASPER IN REF:76434256344390003436441 MCC:3501 PHONE:	12-09		112.32 DR
-----NOTICE MEMO ITEMS LISTED BELOW-----				
M Level 2 Level 3 N	01-22 BOISE CASCADE OFFC PRD 18002647370 IL REF:66453268356649004383519 MCC:5943 PHONE: MREF:00438351 MZIP:00000-0000 OZIP:00000-0000 DZIP:00000-0000 DCTC:USA SHP:0.00 DTY:0.00 TAX:0.00 TIN:820477390 1057BUSCLASS:CORP 1057TYPECLASS:N/A 1057CERT:N/A 1099TYPE:CAUC PROD:P33001372310 DES:PAD,WRITING,5X8,WHIT QTY:2 UMSRE:DZ ITM:11.30 IDIS:N ADIS:0.00 PROD:L273713 DES:HOLDER,LBL,ADH,2-3", QTY:10 UMSRE:PK ITM:21.40 IDIS:N ADIS:0.00 PROD:P33001372310 DES:PAD,WRITING,8.5X11,W QTY:12 UMSRE:PD ITM:9.72 IDIS:N ADIS:0.00 PROD:N139346 DES:PEN,ROLLING,PRECISEV QTY:48 UMSRE:EA ITM:43.20 IDIS:N ADIS:0.00 PROD:N139349 DES:PEN,ROLLING,PRECISEV QTY:48 UMSRE:EA ITM:43.20 IDIS:N ADIS:0.00	12-18		M 128.82 DR
	01-07 TWA 01510427628006SAINT LOUIS MO REF:86417349006580060639731 MCC:3004 PHONE: NM:AHRENS/M TKT:001510427628006 OARP:STL SVC:Y DARP:MCO FR: DEP:011099 OARP:MCO SVC:Y DARP:STL FR: DEP:011099	01-04		M 286.00 DR
	01-19 ST LOUIS AIRPORT ST LOUIS MO REF:60425659018472810670084 MCC:7523 PHONE: MZIP:000 OZIP:000 DZIP:000 SHP:0.00 DTY:0.00 TAX:0.00 TIN:43-6003231 1057BUSCLASS:CORP 1057TYPECLASS: 1057CERT: 1099TYPE:	01-17		M 40.00 DR
	01-22 BIGFOOT FOOD/GAS #23 INDIANAPOLIS IN REF:65431779022076596002464 MCC:5541 PHONE:	01-20		M 10.00 DR

L