**FAST Query for Reviewing PCard Charges associated with a Travel Request – Sent on Travel ListServ on 03/02/2018**

As an ongoing effort to provide better tools to Travel system users, a new query has been developed in FAST to assist Departments to validate that all PCard charges are accurately associated with the right Travel Request prior to starting the process of creating the expense report.

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If any changes need to be made, you must access the PCard charge that is in a ‘closed’ status and make the changes. For help with PCard charge reconciliation you can visit the [PCard Travel Information](http://www.usf.edu/business-finance/purchasing/staff-procedures/usf-pcard/pur-pcard-travel.aspx) page or contact pcard@usf.edu

For any other questions, please contact our Travel Help Desk travelhelp@usf.edu