RECEIPT TRACKING LOG

Required when submitting multiple receipts

If submitting multiple receipts, please be sure to use the attached Receipt Tracking Log.

If you are requesting to reload funds on your True Link Card or pay your credit card, please do the following:

- Enter all transactions listed on the credit card statement/True Link Card Activity Report that you would like to be counted.
- If you do not have the receipt, please enter a "0" in the Amount to pay column.
- If you are not requesting full payment on a receipt, please enter the amount requested in the Amount to pay column and make a notation on the receipt.

CREDIT CARD	/ TRUE LINK CARD # \parallel

Receipt #	Store Name	Description	Amount to Pay	Running Balance
	(This should	Total Requested: match the amount on the Disbursement Request Form)	\$	

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