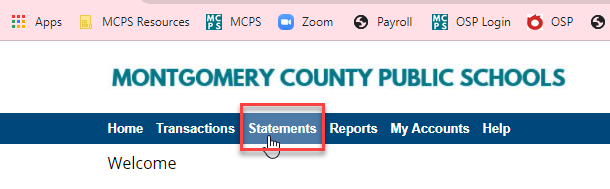
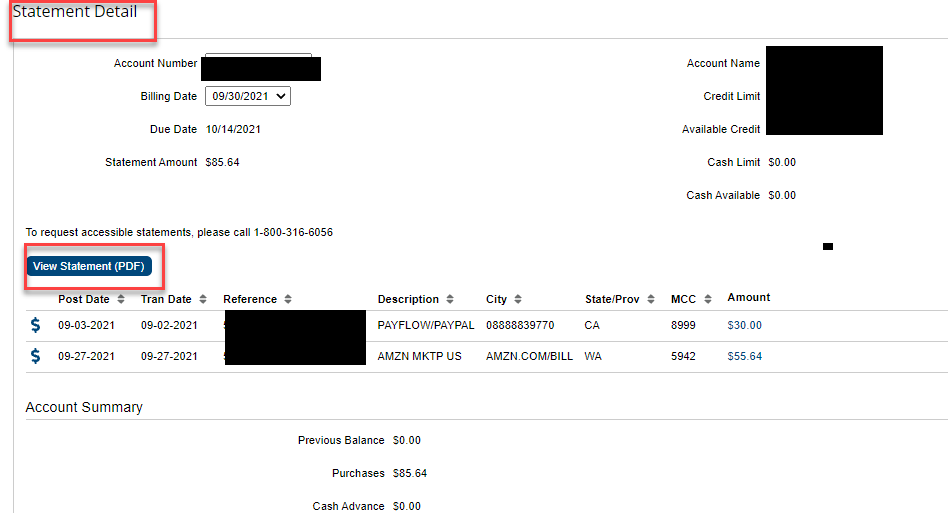
1. Where do I go to get my statement?

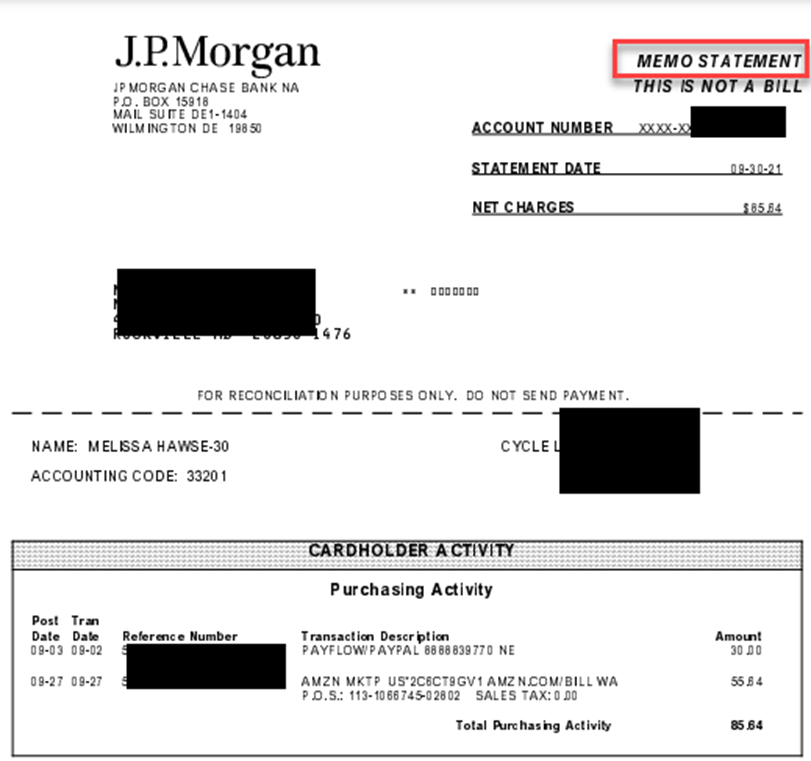
* Click on the Statements tab.



* Click on View Statement (PDF)



* Print out your statement and attach it along with the receipts in the Employee Expense Module in the Hub.



* Please don’t forget to review your transactions before you leave the Pcard homepage.
* You are requested to file the return trip expense report no later than 10 days after the trip.