US Bank (USB) Incident Report Form

This form is to be used by USB pilot program card holders to report an issue arising from the use of the USB card that forced them to use their Bank of America (BOA) travel credit card. The report should be completed and emailed to Kinsey@jlab.org within days of returning from a business trip where the BOA card was used.

Traveler Name: _____   Date: _____

Transaction Date BOA card was used?   _____

What kind of transaction could not be completed on the USB card?
	Cash Advance
	Hotel room charge
	Eatery
	Ground Transportation (subway, taxi, etc)
	Other, specify: _____

Where were you attempting to use the USB card?
	ATM machine
	Hotel (give name) _____
	Point of Sale cashier (restaurant, ticket purchase machine, such as subway, etc.)
	Other, specify: _____

How much was the attempted USB charge?
	< $100
	> $100 but < $500
	> $500

Was there any problem using your BOA card at the same location?   Yes/No

Is there any other information you would like to provide about this transaction or transactions?

_____

_____

_____

_____

Thank you for your input.
Carol