



Corporate Card Issuer

Create credit card transaction file

Payment Card Analyst

Interface pushes credit card file to SFTP server
 - Daily from US Bank

Upload corporate card transactions

Validate transactions

Corrections needed?

Review and correct transactions

Employee assigned?

Assign card to employee

Money disbursed to employee

Money owed?

End

Employee

EX.04 Enter Expense Report

EX.05 Manage Expense Report Approvals

EX.06 Process Expense Reimbursements

