Citibank Travel Card – View Statements

On the Statements screen of the CitiManager site, you may view either your current statement or a statement from the previous 36 months. You may also view recent transactions that have not billed to your statement.

The Statements screen displays the following specific information:

- An account, balance and payment overview
- Declining balance details
- A list of transactions that have billed to your account
- Transaction details

From the Statements screen, you may also download your statement and dispute a transaction. You may download transactions for individually or centrally billed accounts. If you wish to print your statement, it's recommended you download it in PDF format. Once the PDF document is open, you can print it by selecting Print from the File menu.

View Statements and Transactions Instructions

Step	Action
1.	From the CitiManager Site side navigation bar, position your mouse over the **Statements** button and then click the icon for the statement date you wish to view. Use the **Back** and **Forward** (‹ ›) arrows to navigate between years. You can also navigate to your statements from the **Home** screen by clicking the **Statements** link displayed on the right side of the screen or by clicking the icon for the statement date you wish to view from the **Card Details** screen. *The Statements screen displays for the month selected. Billed transactions display at the bottom of the screen.* **Note:** If you have more than one card account, click the account number drop-down arrow in the **Statements** header to toggle between accounts. To view transactions that have posted to your account but not yet to your statement, click the **View Recent** link.
2.	To search for a specific transaction amount, date or description, type the search criteria in search field that displays in the upper-right corner of the **Billed Transactions** section and click the **Search** button. Click the **Advanced Search** link to access additional search criteria. *The transactions are filtered by the search criteria entered.*
3.	To view additional transaction detail, click the ellipsis (...) link that displays on the right-side of the row you wish to expand. *The row expands and additional transaction details display.* **Note:** The **Dispute** button displays when the row is expanded. For additional information about disputes refer to the **Dispute Transactions** topic in this user guide.

Download Statements Instructions

Step	Action
1.	From the **Statements** screen, click the **Download** link that displays under the **Billed Transaction** header. *The download options display in a new window.*
2.	Select the radio button for the desired download format and click the **Download** button. **Note:** Download options include Comma Separated Value (CSV), Portable Document Format (PDF) or Excel. PDF is the default option. If you intend to print your statement, PDF is the recommended format. *A download message displays stating that the file will be cached to your computer.*
3.	Click the **OK** button. *A message displays at the top of the screen indicating your document is ready for download and the browser document option window displays. The location of the Save or Open options vary based on your browser settings.*
4.	From the browser document option window, click the **Open** button. *The document opens in the selected format.* **Note:** Once the document is open, you can print it by selecting **Print** from the **File** menu.

If you have additional questions or need more information, please contact the Travel Office at travel@ttuhsc.edu or go to TTUHSC Travel Home.