Paying for Travel Expenses

Employees have three primary payment options for travel expenses: Travel Card, Out of Pocket, or Procurement Card (PCard). Other payment options exists for pre-travel arrangements. See the "Paying for Travel Expenses Grid" job aid for recommendations on which purchase method to use based on type of expense.

Travel Card	Out of Pocket	Procurement Card (PCard)
The Travel Card is issued in the traveler's name but paid by the University. Allows employees to pay for their own travel expenses or the expenses of groups of students during an activity where cardholder is present. Cannot use on per diem meals. This is the preferred method of paying for travel-related expenses. For additional details on the Travel Card, see the "Using the University Travel Card" policy. • Expenses reconciled in Chrome River. • Upload and reconcile required receipts, $25 and over, into Chrome River within 30 days. • No alcohol purchases allowed. • Honors tax exempt purchases. 	Per diem meals must be paid out of pocket. If the traveler does not have a travel card, they can pay out of pocket for other types of travel and non-travel expenses. • Expenses reconciled in Chrome River. • Upload and reconcile required receipts, $25 and over, into Chrome River within 30 days. • Cannot claim tax exempt status on purchases. 	The PCard allows employees to purchase goods or services not available in U Market, in emergency situations, and when making travel arrangements for others. The card is issued in the employee's name but paid by the University. For additional details on the PCard, see the "Using the University Procurement Card" policy. • Expenses reconciled in the Enterprise Financial System (EFS). • Reconcile expenses for every transaction within 30 days. • No alcohol purchases allowed. • Honors tax exempt purchases.

Tax exemption can only be claimed if using the Travel Card or PCard. See the Tax Management website for more information.

Paying for Travel Expenses (cont.)

Refer to this grid for recommended payment methods for common travel expenses. For information related to travel, including policies and U-Wide Agreements, see the U Travel website. See the "Paying for Travel Expenses Grid" job aid for examples and guidelines.

★ = Best Practice ✓ = Allowable ⚠ = Exception ✗ = Unallowable

Expense Category	Expense	Travel Card	Out of Pocket	PCard
Air Travel	Airfare and baggage fees for yourself	★	✓	✓
	Airfare and baggage fees for another employee	✗	✗	★
	Airfare and baggage fees for non-employee	✗	✓	★
Conference Meeting Registration	Registration	★	✓	✓
Ground Transportation	Car Rental, Gas for Car Rental, Parking, Local Parking, Miscellaneous Transportation	★	✓	✓
Lodging	Hotel	★	✓	✗
Meals	Per Diem	✗	★	✗
	Business Meals, Hospitality/ Entertainment Meals, Athletic Meals	★	✓	✓
Short-Term Leases	Rent Meeting Space	✓	✓	✓
Supplies and Services	Supplies (travel status)	★	✓	✓
	Supplies (non-travel)	⚠	✓	✓
Travel - Other	Charter Services	✓	✓	✓