




Paying for Travel Expenses

Employees have three primary payment options for travel expenses: Travel Card, Procurement Card (PCard), or Out-of-Pocket. Other payment options exist for pre-travel arrangements. See the [“Making Common Purchases”](#) job aid for recommendations on which purchase method to use based on type of expense.

Travel Card	Procurement Card (PCard)	Out-of-Pocket
<p>The Travel Card is issued in the traveler’s name but paid by the University. It allows employees to pay for their own travel expenses or the expenses of groups of students during an activity where cardholder is present. It cannot be used 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.</p> <ul style="list-style-type: none"> • Expenses and credits reconciled in Chrome River. • Detailed receipts required for transactions over \$25. • Reconcile and submit transaction within 60 days of transaction posting in Chrome River. • Honors tax exempt purchases. 	<p>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.</p> <ul style="list-style-type: none"> • Expenses and credits reconciled in the Enterprise Financial System (EFS). • Detailed receipts required for all transactions. • Reconcile expenses for every transaction within 30 days. • No alcohol purchases allowed. • Honors tax exempt purchases. 	<p>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.</p> <ul style="list-style-type: none"> • Expenses reconciled in Chrome River. • Detailed receipts required for expenses over \$25. • Submit expenses for approval within 60 days of the trip end date. • Cannot claim tax exempt status on purchases.
		

Tax exemption can only be claimed if using the Travel Card or PCard. See the [Tax Management Office 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 Program website](#). See the [“Making Common Purchases”](#) job aid for examples and guidelines.



= Best Practice



= Allowable



= Exception



= Unallowable

Expense Category	Expense	Travel Card	PCard	Out-of-Pocket
Air Travel	Airfare and baggage fees for self			
	Airfare and baggage fees for another employee			
	Airfare and baggage fees for non-employee			
Conference Meeting Registration	Registration (virtual or in-person)			
Ground Transportation	Car Rental, Gas for Car Rental, Parking, Local Parking, Miscellaneous Transportation			
Lodging	Hotel			
Meals	Per Diem			
	Business, Hospitality/Entertainment, or Athletic Meals			
Professional Development	Seminars, Webinars, Workshops, Classes, or Programs			
Short-Term Leases	Rent Meeting Space			
Supplies and Services	Supplies (travel status)			
	Supplies (non-travel)			
Travel - Other	Charter Services			