

Travel Card (T-Card) and Purchasing Card (P-Card) Quick Reference

Description	T-Card	P-Card
Airfare	Yes	No
Baggage fees	Yes	No
Bus or Rail Tickets	Yes	No
Business Meals (candidate, speaker, etc)	Yes	No
Catering (not AVI)	No	Yes**
Computer Equipment and Software	No	No***
Conference and Webinar Registration	Yes	No
Conference materials such as books, tapes, and videos	Yes	Yes
Educational Supplies	No	Yes
Flowers and Greeting Cards	No	No
Food and beverage supplies	No	Yes**
Fuel for personal car for University travel	Yes	No
Fuel for rental car	Yes	No
Gift Cards	No	Yes**
Incidental business expenses, incurred while in travel status, such as copies, faxes, business phones calls, and postage	Yes	No
Lodging	Yes	No
Laundry and Dry Cleaning	Yes*	No
Maintenance Supplies	No	Yes
Meals in travel status	Yes*	No
Memberships	No	No***
Parking	Yes	No
Office Supplies	No	Yes
SGA Bookstore Purchase	No	Yes
Subscriptions	No	Yes
Taxi	Yes	No
Tolls	Yes	No
Travel Insurance	Yes	No
Travel Packages	Yes	No
Travel Visas	Yes	No
University Guests	Yes	No
Vehicle Rental (non Enterprise local)	Yes	No

* See Travel Policy for specific requirements - Contact Accounts Payable, x 2025, regarding T-Card

** See Public Funds Guidelines for specific requirements - Sarah Trowbridge, x 2230, regarding P-Card

*** See PCard Policy for specific instructions