



P-Card Travel Guidelines

All travel expenses can be purchased on P-Card with the exception of meals and fuel for personal vehicle. Traveler must comply with CPC Travel Guidelines.

Advances- Travel Related Purchases Prior to Travel

- A Travel Request must be on file in the traveler's department.
- Any purchases including conference registration that is made prior to travel is considered an Advance. Card holder will enter purchases on a log.
- Advances will be coded to: XXXXX-198100.
- Advances must be cleared within 10 days after completion of travel. A Travel Claim will be submitted to clear the advance. A copy of the log and receipts showing all travel related charges will be included with the Travel Claim.

Purchases - Any Travel Related Purchase While Traveling

- Any travel related purchases made while traveling will be included on the Travel Claim. A copy of the log and receipts will be attached to the Travel Claim. The log will contain the following information: name of traveler, dates of travel and destination.
- All purchases will be coded to XXXXX-198100.

Travel Related Transactions Allowed

- Hotel Room and Internet - charges only
- Transportation
- Conference registration
- Parking
- Gasoline for rental cars only

Travel Related Transactions Not Allowed

- Meals