

# PCARD Guidelines for Travel Expenses



**Travel Expenses that can be charged to a pcard:** Airfare, baggage Fees, lodging, registration for conferences/symposiums, and miscellaneous transportation expenses; parking, ground transportation such as car rental, taxi fares, and train or bus tickets etc.

**Travel Expenses that CANNOT be charged to a pcard and must be reimbursed through a travel voucher:** Per diem/food & beverages, mileage, or any other item not mentioned in the allowable expenses.

## **BEFORE USING YOUR PCARD FOR TRAVEL EXPENSES**

### **All Travel:**

- An appropriate travel request must be completed and approved prior to the purchase of airfare, baggage fees, registration, lodging or any miscellaneous transportation expenses.

### **Registration:**

- The pcard may be used to pay for conference registration at the time of the conference or after the conference has taken place.
- Conference registration may be prepaid / paid in advance if all of the following three (3) criteria are met and documented by completion of the Conference Letter by the sponsoring agent.
  1. There is a discount for early registration.
  2. If the registered participant cannot attend, someone else may attend in his/her place.
  3. If the conference is canceled, OSU will receive a 100% refund.
- The conference letter form can be found at <http://purchasing.okstate.edu/pcard> where you can also find the other guidelines for pcard use.

### **Airfare:**

- Airfare should be purchased through the state contracted agency FCm Concur. FCm Travel Solutions is required to provide the lowest ticketed price for airfare from all airline providers.
- The airfare matrix page must be printed for every airfare ticket purchased to show the lowest ticketed price was purchased.

### **Baggage Fees:**

- Baggage fees can be charged at the time of purchase of airfare ticket or at the airport not to exceed the approved number of baggage per travel rules.
- No overweight, extra baggage, etc. is permissible. Excess personal baggage must be charged to a personal card and reimbursed through a travel voucher.

### **Lodging:**

- If a paid deposit is required, no more than one night's stay may be posted to the pcard in advance.
- A full refund cancellation policy must be in place in order to pay the one night's deposit in advance.
- No expenses may be charged to the card other than the daily room rate and associated taxes.
- When lodging in Oklahoma no taxes may be charged to the pcard.

### **Other Travel Expenses:**

- Other travel expenses include: parking, ground transportation, and car rental (for out of state travel only).

*\*Rental cars may not be purchased for in-state travel. If the car rental includes both business and personal travel, the pcard may not be used.*

## **AFTER USING YOUR PCARD FOR TRAVEL EXPENSES**

### **Approval on Works:**

- Include the trip number in the description field on the Works system for any expense related to travel so the documentation may be identified by Fiscal and Administrative Compliance.
- When charging in-state travel expenses to a pcard including the trip number in Works is preferable if you cannot include a trip number due to pcard deadlines and travel dates note the name of the event, the location and the name of the attendee in Works

### **Documentation All Travel Expenses:**

- Copy of the travel request for out-of-state and out-of-country
- Appropriate receipts
- Appropriate pre-approval if required by your department

### **Registration (in addition to All Travel Expenses documentation):**

- Completed Conference Letter with signature from event sponsor.

### **Airfare Expenses (in addition to All Travel Expenses documentation):**

- Airfare "matrix" quote from state contract travel agency
- The airfare receipt must include the vendor's name, date, total cost of ticket, class accommodation, name of traveler, and proof of payment.

### **Lodging Expenses (in addition to All Travel Expenses documentation):**

- Support for the room rate such as: Sponsor's announcement, agenda, brochure, registration form, and/or notice to verify designated lodging rates for city and/or county.
- Support documentation of the Federal lodging rates for city and/or county.

### **Other travel expenses (in addition to All Travel Expenses Documentation):**

- An itemized receipt must be attached supporting number of days of purchase, taxes, and other fees; if applicable.

*\*Tips must be limited to 15%*