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 point 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 ticket 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 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%