

P-Card Quick Reference

This reference is not all-inclusive. Please refer to the P-Card Procedures for additional information.

P-Card	Travel-Card cannot leave department	All-Card can travel with Cardholder No Delegated Users
<p style="text-align: center;"><u>Allowable</u></p> <p>Food, Meals & Entertainment Employee Gifts & Awards Gift Cards Supplies Equipment & Computers Membership & Dues Conference Registration</p> <p style="text-align: center;"><u>Prohibited</u></p> <p>Personal Purchases Travel Purchases Fuel Construction Research Animals</p>	<p style="text-align: center;"><u>Allowed in advance of travel</u></p> <p>Airfare Travel Agencies Hotels Shuttle Service Bus Service</p> <p style="text-align: center;"><u>Prohibited</u></p> <p>Personal Purchases Purchases not related to travel OCC's (except University Inn) Rental Cars Food & Entertainment</p>	<p style="text-align: center;"><u>Allowable</u></p> <p>Authorized Travel Expenses Food, Meals & Entertainment Employee Gifts & Awards Gift Cards Supplies Equipment & Computers Membership & Dues Conference Registration</p> <p style="text-align: center;"><u>Prohibited</u></p> <p>Personal Purchases Fuel for Personal or Courtesy Vehicles Construction Research Animals</p>