

# P-Card Quick Reference

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

<b>P-Card</b>	<b>Travel-Card</b> cannot leave department	<b>All-Card</b> can travel with Cardholder No Delegated Users
<p><u>Allowable</u></p> <ul style="list-style-type: none"><li>Food, Meals &amp; Entertainment</li><li>Employee Gifts &amp; Awards</li><li>Gift Cards</li><li>Supplies</li><li>Equipment &amp; Computers</li><li>Membership &amp; Dues</li><li>Conference Registration</li></ul> <p><u>Prohibited</u></p> <ul style="list-style-type: none"><li>Personal Purchases</li><li>Travel Purchases</li><li>Fuel</li><li>Professional Services</li><li>Construction</li><li>Research Animals</li></ul>	<p><u>Allowed in advance of travel</u></p> <ul style="list-style-type: none"><li>Airfare</li><li>Travel Agencies</li><li>Hotels</li><li>Shuttle Service</li><li>Bus Service</li></ul> <p><u>Prohibited</u></p> <ul style="list-style-type: none"><li>Personal Purchases</li><li>Purchases not related to travel</li><li>OCC's (except University Inn)</li><li>Rental Cars</li><li>Food &amp; Entertainment</li></ul>	<p><u>Allowable</u></p> <ul style="list-style-type: none"><li>Authorized Travel Expenses</li><li>Food, Meals &amp; Entertainment</li><li>Employee Gifts &amp; Awards</li><li>Gift Cards</li><li>Supplies</li><li>Equipment &amp; Computers</li><li>Membership &amp; Dues</li><li>Conference Registration</li></ul> <p><u>Prohibited</u></p> <ul style="list-style-type: none"><li>Personal Purchases</li><li>Fuel for Personal or Courtesy Vehicles</li><li>Professional Services</li><li>Construction</li><li>Research Animals</li></ul>