

Card Usage Chart

This chart will help you understand when it is most appropriate to use your Travel Card verse when the Pcard is more appropriate.

|  |  |  |
| --- | --- | --- |
| **Expense Type** | **Travel Card** | **P-Card** |
| Taxi to/from Airport | ✓ | 🗶 |
| Local Travel <$50.00 | ✓ | ✓ |
| Local Travel >$50.00 | ✓ | 🗶 |
| Conference Registrations and Fees (Local and Non-Local) | ✓ | 🗶 |
| Offsite Catering\* | ✓ | 🗶 |
| Onsite(BU) Catering\* | 🗶 | ✓ |
| Business Meals w/ Alcohol | ✓ | 🗶 |
| Office Supplies –During Travel Dates (<$1,000.00) | ✓ | 🗶 |
| Office Supplies – Local (<$1,000.00) | 🗶 | ✓\*\* |
| Materials – During Travel Dates (<$1,000.00) | ✓ | 🗶 |
| Materials – Local (<$1,000.00) | 🗶 | ✓\*\* |
| Airfare/Accommodations/Car Rental | ✓ | 🗶 |
| Professional Subscriptions/Dues | ✓ | ✓ |

\* Catering expenses involving a contract must go through Sourcing

\*\* The University always encourages the use of the Terrier Marketplace to make supply purchases using the Shopping Cart process. Use of P-Card is intended for low cost items needed immediately.