

This document serves as an overview of the travel expenses information found in the [Procurement Card Policies and Procedures](#) manual and the [University Travel and Reimbursement Policy](#).

The **Individual** and **Travel (ghost) P-Cards** are both available for travel related expenses.

- **A university p-card cannot be used to pay for individual employee meals.** *Meals for individual employees on travel status will be reimbursed on a per diem (M&IE) basis.*
 - **A university p-card cannot be used to pay expenses for family members or any individual not traveling on official university business.**
 - No university payment method, including a p-card, may be used for unallowable expenses.
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INDIVIDUAL P-CARD *An employee should **always check the available credit on their p-card before traveling** and request a temporary increase from Procurement Services if necessary.*

Conference Registration Fees

- Optional meals and/or lodging may be paid if located on the registration form and payable to the conference. Those meals must be deducted from any per diem requests.
- Membership fees may also be paid if needed and part of the registration.
- Optional entertainment fees or options that include alcohol cannot be paid with university payment methods including p-cards.

INDIVIDUAL and TRAVEL (Ghost) P-CARDS

Commercial Transportation

- Such as airline tickets, baggage fees, shuttles, buses, taxis, ferries, rideshares, and rental cars.
- Please check rental car company requirements for reservations made on a card other than in the traveler's name.

Lodging Expenses

- Lodging expenses are limited to room and tax charges, business related phone, internet, and parking charges.
 - In the State of Wyoming, [University of Wyoming is exempt](#) from paying sales and lodging taxes. This information should be provided when procuring a room. The tax-exempt number is printed on the p-card.
 - Incidental travel related expenses, including personal charges (meals, movies, laundry, etc.), are not allowed and will be the responsibility of the traveler.
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STUDENT TRAVEL **In lieu of cash advances for student travel, the p-cards may be used to pay for related commercial transportation, lodging, and meal expenses.**

- Student travel includes expenses for students and the accompanying faculty/staff/administrators that are traveling to attend a university sanctioned event.
 - Employee meals may be included in the group meals and will need to be deducted from the employee's per diem reimbursement.
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For additional assistance please contact pcard@uwyo.edu or 307-766-5717.