“Know Before you Go”

Traveling with your UW P-Card

Per the Travel Policy, all travel must have prior authorization even if the travel is at no cost to the university. Travel expenses represent a greater risk for card misuse. Therefore, special regulations apply to travel and meal transactions.

The individual and travel (ghost) card are both available for travel purposes.

The Individual P-Card and the Travel (Ghost) P-Card cannot be used to pay for individual employee meals while on travel status.

Meals for individual employees on travel status will be reimbursed on a per diem (M&IE) basis.

Individual P-Card have a monthly limit of $7,500 and a transaction limit of $4,999. It may be used to pay for:

- **Conference registration fees** - An employee can use their card to pay registration fees for a conference.
  - 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 the individual card.

- **Commercial transportation** such as airline tickets, shuttles, buses, taxis, ferries, rideshares and rental cars. Checked baggage fees charged by a transportation company are allowed.

- **Lodging Expenses** - University travelers may use the individual procurement card to pay lodging expenses for university authorized travel. Lodging expenses are limited to room and tax 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.
  - In addition, business related phone, internet and parking charges are allowed.
  - Any other travel, including incidental charges (meals, movies, laundry, etc.), are not allowed and will be the responsibility of the traveler. These incidental expenses can be reimbursed to the traveler through the normal reimbursement process after the trip has been completed. See the Travel Policy for more details.

An employee should always check their monthly credit limit on their P-Card before traveling and request an increase from Procurement Services if necessary.

Travel (Ghost) P-Card have monthly limits starting at $15,000 and a transaction limit of $9,999. It may be used to pay for:

- **Commercial transportation** such as airline tickets, shuttles, buses, taxis, ferries, and rental cars. Checked baggage fees charged by a transportation company are allowed.

- **Lodging Expenses** - Lodging expenses are limited to room and tax 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.
  - In addition, business related phone, internet and parking charges are allowed.

**The 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 may be used for unallowable expenses.**

*Student Travel*

In lieu of cash advances for student travel, the individual P-Card may be used to pay for certain travel expenses. Student travel includes expenses for students and the accompanying faculty/staff/administrators that are traveling to attend a university sanctioned event.

- The individual procurement card may be used to pay lodging charges, commercial transportation and meal expenses related to student team travel.
- Employee meals may also be included with the student team meals and will need to be deducted from the employee's per diem reimbursement.