“Know before you Go”

Traveling with your UW P-Card

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 while on travel status.** 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.

### 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 the individual card.

**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.

**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.

For additional assistance please contact pcard@uwyo.edu or 307-766-5717.