



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 | ✓ | x |
| Local Travel <\$50.00 | ✓ | ✓ |
| Local Travel >\$50.00 | ✓ | x |
| Conference Registrations and Fees (Local and Non-Local) | ✓ | x |
| Offsite Catering* | ✓ | x |
| Onsite(BU) Catering* | x | ✓ |
| Business Meals w/ Alcohol | ✓ | x |
| Office Supplies –During Travel Dates (<\$1,000.00) | ✓ | x |
| Office Supplies – Local (<\$1,000.00) | x | ✓** |
| Materials – During Travel Dates (<\$1,000.00) | ✓ | x |
| Materials – Local (<\$1,000.00) | x | ✓** |
| Airfare/Accommodations/Car Rental | ✓ | x |
| 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.