



## Card Usage Chart

This chart will help you understand when it is most appropriate to use your Travel Card versus when the P-Card is more appropriate, or when neither can be used.

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 (Professional Organizations /Affiliations/ Newspapers, etc)	✓	✓
Digital Subscription Services/ Web Domain Subscriptions (LinkedIn/ iCloud, SurveyMonkey, Mailchimp, etc)	✗	✓
Conference Registrations	✓	✗
Gifts (<\$1,000.00)	✗	✓
Contracted Services ( Ex: Consultants )	✗	✗
Gift Cards	✗	✗
Flowers	✗	✓
Software (requires Greg’s Approval)	✗	✓
Recruiting Ads	✗	✓
Online Courses (like EdX, Coursera)	✗	✓
MTurk	✗	✓

\* 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.