

	Department P-Card	Travel Card/Group Card	Travel Advance
Whose Name is on Card/Advance?	Department Name	Cardholder/Group Name	Person who applies for Advance
Who is Responsible for Card/Advance?	Cardholder	Cardholder/Coach	Person who applies for Advance
Training Required?	Yes	Yes	Yes
Multiple Users Allowed?	Yes – with documentation	NO/YES	NO
Common Expenditures?	(1) Acquisition of goods or services supporting day-to-day operations; (2) all pre-paid expenses (e.g., lodging, airfare, rental car & conference registration)	Travel expenses on official university business	Travel expenses on official University business
Transaction Limit?	\$5,000	\$5,000/None	None
Who is Responsible for Reconciliation?	Cardholder	Cardholder	Person who applies for Advance
Can a Delegate Prepare the Expense Report to Reconcile?	Yes	Yes	Yes
Who's Responsible for Submitting Expense Report?	Cardholder	Cardholder/Coach	Person who applies for Advance

	Pre-Travel	Travel	Post-Travel
Is a Trip Pre-Approval Form (TPAF) required?	Yes, approved by Budget Authority-Director of Academic Services (PRO921)	N/A)	Submit with final Travel Reimbursement Form (TRF)
How do I receive my M&IE?	Process M&IE invoice two (2) weeks prior to travel in Banner	No receipts required	Include copy of form with the TRF
What do I need to fill out on the TRF?	N/A	N/A	Section A: Name, home address, department, status, V#, destination, purpose
How do I get mileage reimbursement?	N/A	Refer to IRS language in travel policy	Section B: Enter mileage requirements on the TRF and submit MapQuest or Google Map as documentation
How do I get reimbursed for lodging per diem?	N/A	No receipts required unless over per diem	Section B: Enter per diem requirements in the TRF and include dates/times
How do I pay for airfare/hotel/conference registration/rental car in advance?	Recommended: P-Card, direct bill invoice, Group Travel Card	Retain all receipts/conference documentation	Section C: Submit all final receipts/documentation and include last 4 digits of credit card, if applicable
How do I get reimbursed for business travel expenses purchased with cash/personal credit card?	Retain any pre-travel business receipts & documentation	Retain all incidental receipts (e.g., Uber, refueling rental car, parking)	Section D: Submit all final receipts/ documentation and include last 4 digits of credit card, if applicable
What other information is needed to submit TRF?	N/A	N/A	Section E: Provide Index, travelers signature and date, Budget Authority printed name, signature, and date.
What do I do if combining business and personal travel?	Provide all required quotes with TPAF	Separate business vs. personal receipts	Submit required quotes from TPAF with TRF