



Business Services

University Purchasing Card (PCard) - Travel Related Payment Procedures

Revision:	Policy No:	Effective Date: 8/25/21
		Next Review Date: 9/1/23

PURPOSE

The purpose of the University Purchasing Card (PCard) – Travel Related Purchase Procedures is to provide guidance to the University of Wisconsin-La Crosse (University) regarding the payment of travel related expenses via the University Purchasing Card (PCard).

GUIDELINES

A. The University PCard can be utilized the following travel related payments. Travelers are advised to retain copies of **all** business travel receipts for personal tax filing and reimbursement processing purposes.

- Airline Tickets
- Airline Penalty Fees (Change/Cancel)
- Airline Baggage Fee
- Lodging
- Vehicle Rentals
- Vehicle Rental Gas
- Hospitality/Hosted meals
 - Requires Pre-Approval via [UWL Food Expense Approval Form](#)
- Parking - Only at the following locations:
 - Lodging site
 - Transportation location (i.e. airport, train station)
- Registration Fees see [UWL Registration Fee Payment Procedures](#)
- Tolls
- Rail Tickets/Passes
- Bus Tickets/Passes (each way)
- Taxis/Shuttles/Car Services (each way)
- Subway Passes (each way)
- Business Use of Internet Access
- Visas for International Travel only
- Vaccines/Inoculations for International Travel only
- Travel or Tour Company Service Fees

B. The University PCard is **not** authorized for the following travel related payments:

- Individual meals
- Other travel incidentals not listed above