

Travel Card (T-Card) and Purchasing Card (P-Card) Quick Reference

Description	T-Card	P-Card
Airfare	Yes	No
Alcoholic beverages	Yes (1)	No
Baggage fees	Yes	No
Bus or Rail tickets	Yes	No
Business meals	Yes (2)	No
Catering	Yes (3)	No
Charter bus	No	No
Collision damage waiver (CDW) or loss damage waiver (LDW)	Yes (4)	No
Conference registration	Yes	Yes (5)
Food and beverage supplies	No	Yes (6)
Foreign Nationals travel and meal related expenses	Yes (7)	No
Fuel for personal car	No	No
Fuel for rental car	Yes	No
Global Positioning System (GPS) rental	Yes	No
Lodging	Yes	No
Late check out	No	No
Laundry and dry cleaning	Yes (8)	No
Parking	Yes	No
Parking tickets	No	No
Per diem (employee meals while in travel status)	No	No
Taxi	Yes	No
Tolls	Yes (9)	No
Travel insurance (international medical, evacuation/repatriation only)	Yes (10)	No
Travel packages	Yes (11)	No
Travel Visas	Yes	Yes (12)
Tuition - Graduate level	No	No (13)
University guests travel and meal related expenses	Yes	No
Vehicle rental	Yes (14)	No

Notes	
1.	See Section 8 – Payments and Reimbursements, Determine the Allowability of Serving Alcohol at an Event for greater detail.
2.	See Section 8 – Payments and Reimbursements, Determine the Allowability of Business Meals and Refreshments for greater detail.
3.	Only drop off of food is allowed. Any catering requiring setup or other services must use a Purchase Order, unless a contracted caterer is used.
4.	Only when renting a vehicle in a foreign country.

Notes	
5.	Use P-Card only if conference fees do <u>not</u> include lodging. The T-Card may be used for conference fees, with or without lodging included.
6.	See Beverage and Food Equipment and Supplies for Public Reception Areas in Section 8 – Payments and Reimbursements, Determine the Allowability of Specific Expenditures for greater detail.
7.	See the unit Business Office for assistance as Special IRS rules apply.
8.	See Section 15 – Travel, Determine Allowability of Travel Expenses .
9.	Only the actual toll, not pre-paid tolls (i.e. I-PASS).
10.	Must be pre-approved on a T-Card Exception Request.
11.	Travel packages may be purchased for University guests only.
12.	P-Card may be used only if T-Card is declined due to merchant code assignment.
13.	Graduate Level Tuition is prohibited on both T-Card and P-Card. Contact OBFS Payroll & Benefits .
14.	Rental can only be paid by the employee responsible for picking up and driving the vehicle, see OBFS Business Travel/Car Rental .

Applicable OBFS Policies and Resources
Section 8 – Payments and Reimbursements
Section 15 - Travel
Section 7.6 - The University P-Card
Payments to Foreign Nationals
Business Travel – Foreign Travel – Travel Assistance
Section 18.6 – Taxes/Sales & Use Tax . *Reminder: the University is sales tax exempt in IL and 26 states
Business Travel - Car Rental
TEM Resource Page

UNIVERSITY OF ILLINOIS SYSTEM

URBANA-CHAMPAIGN • CHICAGO • SPRINGFIELD

Description	T-Card	P-Card	Description	T-Card	P-Card
Airfare	Yes	No	Lodging	Yes	No
Alcoholic Beverages	Yes*	No	Late Check Out	No	No
Baggage Fees	Yes	No	Laundry and Dry-cleaning	Yes*	No
Bus or Rail tickets	Yes	No	Parking	Yes	No
Business Meals	Yes*	No	Parking Tickets	No	No
Catering	Yes*	No	Per Diem	No	No
Charter Bus	No	No	Taxi	Yes	No
CDW, LDW insurance	Yes*	No	Tolls	Yes*	No
Conference Registration	Yes	Yes*	Travel Insurance	Yes*	No
Food and Beverage Supplies	No	Yes*	Travel Packages	Yes*	No
Foreign Nationals travel	Yes*	No	Travel Visas	Yes	Yes*
Fuel for Personal Car	No	No	Tuition – Graduate Level	No	No*
Fuel for Rental Car	Yes	No	University Guests travel	Yes	No
GPS Rental	Yes	No	Vehicle Rental	Yes*	No

*Restrictions apply

