P-Card

1. To obtain a P-Card, go to the Purchasing Department website; click on the P-Card Icon.
2. Print and Read the P-Card Policy.
3. If in agreement with P-Card Policy, Print and complete the P-Card Information Request.
4. Return the P-Card Information Request to Purchasing.
5. You will be notified when your card is here by E-mail.
6. Pick up card and submit signed policy to the P-Card Administrator.
7. P-Card will have a $1.00 balance and will not be loaded until the proper travel advancement form has been received by the Purchasing Department.
8. The P-Card Administrator will load the card when all documentation has been submitted.
9. P-Card available balances will be returned to $1.00 per the travel advancement form. If your trip has been extended, contact your Supervisor. The Supervisor must contact the Purchasing Department with any extended balance requests.

Employee Travel

1. Go to the Purchasing Department website; click on the Travel Icon.
2. Click on Travel Checklist, open in Word and print.
3. Click on ADVANCE TRAVEL FORM.
4. Print form.
5. Complete form as follows:

   **Complete top section:** You must include time and dates as requested.

   **Traveling by plane:** If you check P-Card **DO NOT INCLUDE IN REQUISITION. DO NOT CHECK P-Card IF YOU DO NOT HAVE A P-Card.** If travel agency or employee is checked, you must enter a requisition. The requisition must be approved by supervisor. All requests must have a copy of the plane ticket information.

   **Lodging:** If you check P-Card **DO NOT INCLUDE IN REQUISITION. DO NOT CHECK P-Card IF YOU DO NOT HAVE A P-Card.** If employee is checked, you must enter a requisition. All requests must have a copy of the hotel information.

   **Meals Per Diem:** All requests must be submitted through the requisition process. Partial meals will be allocated according to the meals breakdown. This breakdown is located at the Travel Icon. **DO NOT INCLUDE INCIDENTALS FOR PARTIAL DAYS OR FIRST & LAST DAY of TRAVEL.**
**Mileage Reimbursements:** All requests must be submitted with copy of MapQuest.

**Registration Fee:** If you check P-Card **DO NOT INCLUDE IN REQUISITION. DO NOT CHECK P-Card IF YOU DO NOT HAVE A P-Card.** If purchase order or employee is checked, you must enter a requisition. The requisition must be approved by supervisor. All requests must have a completed copy of the registration form.

**Rental Car:** If you check P-Card **DO NOT INCLUDE IN REQUISITION. DO NOT CHECK P-Card IF YOU DO NOT HAVE A P-Card.** If employee is checked, you must enter a requisition. The requisition must be approved by supervisor. All requests must have a completed copy of the rental car agreement.

6. Attach all supporting documents, sign and submit to supervisor for signature.
7. Supervisor will submit the travel advance form to Federal Programs for approval if federal funds are used or directly to the Purchasing department. Place travel advancement requests in the travel tray.
8. The Purchasing Department will verify supporting documentation and approve requisitions and load P-Card.
9. Accounting will issue check and attach a Travel Settlement Form with the PO # and hotel exemption tax form.
10. After the trip, the employee must complete the Travel Settlement Form within 10 days. **The Travel Settlement Form will be used for both Purchase Order and P-Card transactions.**
11. If employee is returning excess funds, return money and travel settlement form to Nan in Accounting.

**Student Group Travel**

1. Go to The Purchasing Department website; click on the Travel Icon.
2. Click on Travel Checklist; open in Word and print.
3. Click on ADVANCE TRAVEL FORM-Student Groups.
4. Print form.
5. Complete the form as follows:
6. Complete Top Section. You must include time and dates as requested.
7. **Student Groups must use a P-Card for Plane, Lodging and Meals.** Registration or Entry Fees can be loaded on the P-Card if the vendor accepts credit cards. If they don’t a requisition must be completed and Requisition # listed on the form. If there are any other exceptions in which a check is needed, you must include this total on the Other Estimated Expenses and include a justification. It will be entered as a requisition and the requisition # must be included on the form.
8. Attach all supporting documents, sign and submit to supervisor for signature.
9. Supervisor will submit the Advance Travel Form-Student Groups to the Purchasing Department.
10. The Purchasing Department will verify supporting documentation and approve requisitions and load P-CARD.

11. Accounting will issue check and attach a Travel Settlement Form with the PO# and Hotel exemption tax form.

12. After the trip, the employee must complete the Travel Settlement Form-Student Groups within 10 day. The Travel Settlement Form-Student Groups will be used for both Purchase Order and P-Card transactions.

13. If the employee is returning excess funds, return money and travel settlement form to Nan in Accounting.