**EMPLOYEE TRAVEL ON PROCARDS AT-A-GLANCE**

Can it be put on the Procard?

|  |  |  |
| --- | --- | --- |
| **Airline Tickets and Travel:** | Coach/Economy | Yes |
|  | Students/Graduate Assistants | Yes |
|  | Residents | Yes |
|  | First Class / Business Select | No |
|  | Spouse/Family | No |
|  | Package deals | No |
|  | Travel insurance | No |
|  | Flight protection insurance | No |
|  | Chartered flights | No |
|  | Guests | No |
|  | Candidates for employment | No |
|  | Guest speakers | No |
|  | Shuttle buses/limousines/cabs | No |
|  | Priority boarding | No |
|  | Baggage fees | No |
|  | Boarding Fees / Comfort Seat / Seat Selection | Yes |
| **Registrations/Conferences:** | Conference registration | Yes |
|  | Students/Graduate Assistants | Yes |
|  | Residents | Yes |
|  | Workshop registration | Yes |
|  | Booth/exhibitor fees | Yes |
|  | Classes and training | Yes |
|  | CME/CEU credits | Yes |
|  | Entertainment | No |
|  | Spouses | No |
|  | Tours | No |
|  | Banquets/luncheons/dinners  (if priced separately) | No |
|  | Meals (if priced separately) | No |
| **Hotels:** | Room reservations | No |
|  | To secure a reservation | No |
|  | Hotel charges of any kind | No |
| **Vehicles/Rentals:** | Enterprise car rental | No |
|  | Other car rental agencies | No |
|  | Gasoline | No |
| **University owned Vehicle Procard**  Special Procard dedicated to vehicle maintenance, gas and supply items for University owned vehicle. This Procard only must be used for all vehicle related charges | | |
| **Vehicles – University Owned:** | Vehicle repairs | Yes |
|  | Routine service | Yes |
|  | Gasoline | Yes |
|  | Tires | Yes |
|  | Car washes | Yes |