

P-CARD GUIDELINES STUDENT/STAFF TRAVEL EXPENSES

When submitting receipts for reconciliation, provide a list of student and employee names including graduate assistants.

Please remember that employee travel regulations are still in affect when traveling with student groups.

Allowable charges

1. Hotel Rooms for students only. *
(No miscellaneous charges are allowed such as movies, room service, etc.)
2. Student meals may be charged to the P-Card.
Employees must pay for their meals by other means and request reimbursement.
3. Airfare and bus charges are allowed on the P-Card for employees and students.
These expenses should also be noted on the employee's travel voucher.
4. Rental cars and shuttles are **not** allowed on the P-Card.

If there are any unusual circumstances, please contact Caitlin Kaiden at (309) 438-1946.

*An exception for staff lodging can be requested for certain situations. An example of potential exception: when student and faculty groups stay at non-traditional lodging and the group rates will be jeopardized by separating staff charges.

Approval for exceptions will be for specific instances and should not be considered as a blanket approval for all future similar situations.