When to Use a T&E Card Versus a P-Card

Use this chart to help understand when to use a T&E Card versus a P-Card. This document is a sample list of allowable charges and does not include all of the additional considerations when completing a purchase. Be sure to review the appropriate policies and guidebooks for further information.

**Use a T&E Card for:**
- Business Meals, Catering, and Entertainment Expenses including alcohol**
- Travel Expenses for the **Accountholder**, including:
  - Airfare
  - Lodging
  - Parking
  - Rental Vehicles and Ground Transportation
  - Gas for Rental Vehicles
  - Uber and Lyft
  - WIFI costs (if necessary for conducting business)

**Use a P-Card for:**
- Advertising
- Conference Calls
- Copying/Framing/Photo Developing/Reprints
- Credential Verification/Background Checks
- Inventory Purchases
- Medical License/DEA License
- Newspaper/Magazine/Online Subscriptions
- Postage/Shipping/Courier
- Rentals**
- Repairs from a vendor
- Services from a vendor****
- State Contract purchases
- Supplies (office/shop/IT/lab)
- Utility (power/water/gas/cable)
- Uber and Lyft for Clinical Trial Studies, only
- Guest Travel on Request

**Use Either a T&E Card or a P-Card**
- Business Meals, Catering, and Entertainment Expenses that do not include alcohol**
- Conference Registrations***
- Passport and/or Visa Fees
- Professional Membership Dues
- Student Travel on Request
- Zipcar

* Alcohol must be allocated to an appropriate funding source as specified in Policy 1263 on University-related Business Entertainment Expenses.
** Purchases exceeding $5,000 and/or which include a contract with terms and conditions, must be reviewed and approved by Procurement Services.
*** Financial donation/gift component when registering for a conference or other event are personal expenses and are not allowed.
**** While services from a corporation or proprietorship are allowable, services from a sole proprietor (or IC) are not.