



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 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

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

* 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.