



## Payment Card Services

# Paying for Travel Expenses by Traveler Type

Use this chart to determine which form of payment should be used based on the expense type and the person traveling on behalf of the University. Travel and Expense (T&E) Cards may only be used to pay for the accountholder's travel expenses; except in limited circumstances for student as noted below.

Type of Expense	Permanent Employees	Temporary Employees (including postdocs)	Student Travel (including fellows, grad students, and residents) with Form	Guest Travel with Form	Form to Submit
<b>Airfare*</b>	T&E Card or Direct Bill Card	Direct Bill Card	CABS	CABS	Guests must be setup as vendor/supplier by submitting their W9 to A/P.
<b>Conference Registration</b>	T&E Card or P-Card	P-Card	P-Card	P-Card	Not Applicable
<b>Lodging**</b>	T&E Card or Out of Pocket (OOP)	OOP	T&E Card or P-Card***	P-Card	<a href="#">Guest Travel Pre-Approval Request From</a> or <a href="#">Student Travel Pre-Approval</a>
<b>Ground Transportation</b>	T&E Card or OOP	OOP	T&E Card or P-Card***	P-Card	<a href="#">Guest Travel Pre-Approval Request From</a> or <a href="#">Student Travel Pre-Approval</a>
<b>Rental Car</b> (including fuel expenses)	T&E Card or OOP	OOP	OOP	OOP	Not Applicable

\*If paying for Airfare Block Space for group travel, a P-Card may be used to complete payment upon request. Please email [pcard@unc.edu](mailto:pcard@unc.edu) for assistance.

\*\*If paying for group lodging for multiple travelers, the [Group Travel Request Form 1501.6.2f](#) should be completed and submitted to [pcard@unc.edu](mailto:pcard@unc.edu) or [travelcard@unc.edu](mailto:travelcard@unc.edu) to request permission to use your card.

\*\*\*If a student is traveling with a T&E Card accountholder, the T&E Card may be used to pay for student lodging. If a student is not traveling with a T&E Card accountholder, a P-Card may be used.