

Permissible Travel Purchases with PCard

- Before you travel out-of-state, an authorization form must be completed. The form can be found on the employee resource page under the “Travel” section.
- If you are on travel status and use your PCard, take a picture of the receipt and email it to your admin team and cc yavapaipres@cals.arizona.edu. Once you return from travel, submit your receipts per PCard procedures.

Type of Purchase	Documents Required	Notes
Airline Ticket	<ul style="list-style-type: none"> • Original itemized receipt with the name of the traveler and itinerary listed on the invoice • If an alternate route or dates were selected, please provide a comparison of charges. (Direct vs. alternate route) to justify the expenditure. UA funds may be used for the most economic route. Any additional charge due to alternate route / date is considered to be a personal purchase and is not allowed. 	<ul style="list-style-type: none"> • Airline tickets are not allowed to be purchased for foreign visitors. • Travel upgrades are not allowed unless there is a justification on the Travel Authorization form • If you are adding a vacation to a business trip, do not pay for airlines or hotel with PCard.
Conference Registration	<ul style="list-style-type: none"> • Original itemized receipt with the name of the attendee • Conference flyer 	<ul style="list-style-type: none"> • If the attendee is a student / volunteer, please explain the UA’s benefit from their attendance
Car Fuel	<ul style="list-style-type: none"> • Original itemized receipt for fuel purchase • For UA vehicle – UA vehicle tag # and VIN or license plate # • Cross reference the rental vehicle eDOC# associated with purchase of rental vehicle 	<ul style="list-style-type: none"> • Not allowed for use in personal vehicle • Use Voyager cards first
Rental Vehicle	<ul style="list-style-type: none"> • Original itemized receipt with the driver’s name listed on the receipt showing a zero balance due • Cross reference the car fuel eDOC# associated with the rental vehicle eDOC# 	<ul style="list-style-type: none"> • Rental cars purchase is not allowed for non-UA personnel • UA has a contract with Enterprise/National for discounted rates (can also be used for personal rentals)
Hotels	<ul style="list-style-type: none"> • Completed invoice showing a zero balance due after check-out • Agenda / schedule of event or conference 	<ul style="list-style-type: none"> • If you are adding a vacation to a business trip, do not pay for airlines or hotel with PCard.
Shuttle / Taxi / Baggage	<ul style="list-style-type: none"> • Original itemized receipt showing a zero balance • Agenda / schedule of event or conference 	<ul style="list-style-type: none"> • For taxi services, tip no more than 20%