

After you have identified and index and submitted a [Travel Pre-Approval Request](#), refer to the below chart for travel-related purchasing guidelines.

PAYING FOR TRAVEL				
EXPENSE	PCARD	PERSONAL CARD	REIMBURSEABLE	NOTES/EXCEPTIONS
AIRFARE	X	X	X	Expense must be submitted within 30 days of purchase even if that is before travel occurs.
LODGING	X	X	X	If traveling with another person, need to show that rate is same for 2 people vs 1 person.
CONFERENCE/EVENT FEES	X	X	X	Expense must be submitted within 30 days of purchase even if that is before travel occurs.
FOOD (PER DIEM)	⊘	X	X	Alcohol is not permitted on the Pcard.
PERSONAL VEHICLE EXPENSES	⊘	X	X	Reimbursed in mileage, no receipts needed. Mileage begins from employee work-station. Fuel not allowed.
RENTAL VEHICLE (Fuel allowable)	X	X	X	Must be U of I approved driver and utilize State of Idaho contract with Hertz or Enterprise. Economy vehicle only without prior justification.
PARKING	X	X	X	Meter parking with no receipt? Take a quick photo when you pay.
GROUND TRANSPORTATION (UBER/LYFT/TAXI/TRAIN/BUS/ETC.)	X	X	X	
DOMESTIC FLIGHT INSURANCE/TRIP PROTECTION	⊘	X	⊘	Domestic flight insurance is not allowed on Pcard and not eligible for reimbursement.
INTERNATIONAL FLIGHT INSURANCE/TRIP PROTECTION	X	X	X	International flight insurance is allowed on Pcard, as well as eligible for reimbursement.
SEAT UPGRADE	⊘	X	*	*Reimbursement may be allowable if colleagues or students need to sit together for business reasons. Medical or accessible seat choice is allowable.
ADDITIONAL CHECKED BAGS	⊘	X	*	*Only reimbursable if transporting necessary business related items.
GROUP MEAL/PROMOTIONAL MEALS	X	X	X	List of attendees required. entertainment form required if any guest is non-UI affiliated. Price per person not to exceed per diem rate.

PERSONAL TRAVEL: If personal days are added to business travel:

1) AIRFARE: must use a personal card and request reimbursement for flight and provide screenshot of comparison airfare excluding personal days. If the comparison is lower than the flight that includes personal days, reimbursement will only be for the lower amount.

2) LODGING: can make two separate reservations for lodging and use Pcard for business days and personal card for personal days. OR can use a personal card for entire lodging and then only be reimbursed for business days.

Questions? Email enrg-finance@uidaho.edu

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