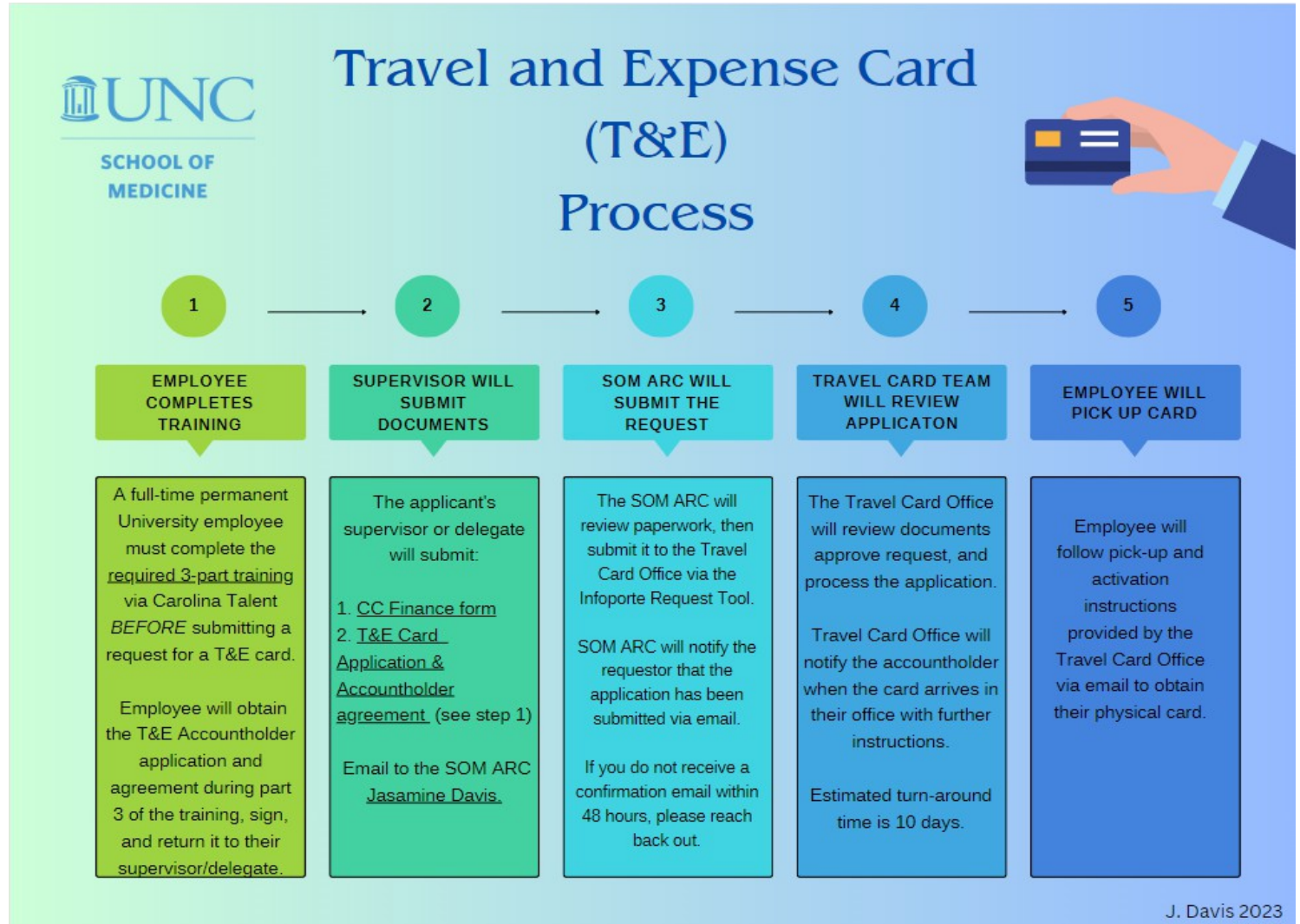


Obtaining a Travel & Expense (T&E) Card

The University Travel and Expense (T&E) Card* is a card method of payment available to full time permanent university employees through their departments, with appropriate approval from their department head or business manager. The T&E Card is the preferred method of payment for employees to use when traveling on official University business and for [business](#) [entertainment](#) expenses.

***It is suggested that the request for a T&E card be done at least 1-month before travel.**



Expected Expenses

Expected Expenses	Expected Payment Type
Airfare	Airfare Direct Bill OR T&E Card
Hotel	Out-of-Pocket OR T&E Card
Parking	Out-of-Pocket OR T&E Card
Rideshare (Uber, Lyft, Taxi, etc.)	Out-of-Pocket OR T&E Card
Baggage Fees	Out-of-Pocket OR T&E Card
Daily Per Diem (Meals)	Out-of-Pocket ONLY
Conference Fee	*PCard OR T&E Card OR Out-of-Pocket

*If a P-Card is used to pay a conference fee, this will be reconciled in the BOA WORKS system and should NOT be claimed on the expense report.

Payment Type	Abbreviation
Out-of-Pocket	OOP
Airfare Direct Bill	Direct
T&E	T&E
P-Card	P-Card

