

Travel Card Expenses and Reimbursements

This guide will explain what expenses are allowable on the **Travel Card** and what expenses should be processed as a **Reimbursement**.

Travel Card

1. The following expenses are allowable on the **Travel Card** for employees while in travel status or associated with a travel objective.

Agency Booking Fees	Airfare	Airline Fees
Business Meals	Freight/Shipping	Local Transportation
Lodging	Miscellaneous Travel Expenses	Parking
Printing/Copying	Publication Fees	Registration
Rental Car	Rental Car Fuel	Supplies
Tolls	Train Ticket	Training

2. Please note that Business Meals, when in compliance with OU Food and Beverage guidelines, can be paid for with the **Travel Card**, regardless of travel status.
3. Examples of Miscellaneous Travel Expenses include expenses such as Visas in a foreign location, dry-cleaning expenses, internet fees, etc.
4. All charges made on the **Travel Card** that are not specifically listed as allowable and/or in compliance with University policies will be considered **personal charges**. **Personal charges** will be automatically deducted from the employee's next paycheck. Multiple payroll deductions will result in the employee's **Travel Card** being cancelled.

Reimbursements

5. The following expenses are **not** allowable on the **Travel Card** and should be paid for personally and submitted in Concur for **Reimbursement**.

Books/Reference Materials	Cellular Phone/Data Plan	Exams
Licenses/Permits	Memberships	Miscellaneous Administrative Fees
Subscriptions	Uniforms	-

6. Memberships and Subscriptions can be paid with the **Travel Card** if the transactions are associated with a travel objective. Both expenses must comply with established University policies. See the individual guides on Memberships and Subscriptions for more information.
7. **All other reimbursements not specifically listed in the chart above should be submitted on a Form 3 through the regular voucher process. An explanation will be required noting why normal purchasing methods were not used.**