

Purchasing Card (P-Card) and Travel Card (T-Card) Quick Reference*			*This is not an all inclusive listing
Description	Travel Card	Procurement Card	
Airfare (faculty/staff)	Yes	No	
Alcoholic beverages	Yes (1)	Yes (1)	
Baggage Fees	Yes	No	
Bus or rail tickets	Yes	No	
Business/Entertainment Meals	Yes (2)	Yes (2)	
Catering	Yes (2)	Yes (2)	
Conference registration	Yes	Yes	
Fuel for rental car	Yes	No	
Hotel (faculty/staff)	Yes	No	
Late check out	No	No	
Laundry and dry cleaning	Yes	No	
Parking	Yes	Yes	
Parking tickets	No	No	
Per diem (employee/staff meals while in travel status)	No	No	
Taxi (including Lyft, Uber) to/from hotel only	Yes	No	
Tolls	Yes	Yes	
Travel insurance for International travel only (international medical, evacuation/repatriation only)	Yes	No	
Travel Visas (faculty/staff business related trips only)	Yes	Yes	
University guests hotel and meal related expenses	No	Yes	
Vehicle rental (Contracted vendor Enterprise/National Car Rental)	Yes	No	

Notes:

1. Please see the Alcoholic Beverage Policy. <http://louisville.edu/finance/controller/policies/alcoholpurchase>
2. Please see the Entertainment/Business Meal Policy. <http://louisville.edu/finance/controller/acctops/travel/entertainmentpolicy-1>