

P-card

T&E Card

SOG Services Card

SOG Foundation Card

UNIVERSITY MANAGED

- Business meals, catering, and entertainment (no alcohol)
- Conference registrations
- Professional Membership Dues
- Advertising
- Conference calls
- Copying/framing/photo
- Background checks
- Inventory purchases
- Newspaper, magazine, online subscriptions
- Postage/shipping
- Rentals (no contracts)
- Services from a vendor
- State contract purchases
- Supplies
- Utilities

BOA Works

- Business meals, catering, and entertainment (including alcohol)
- Conference registrations
- Professional Membership Dues
- Airfare
- Lodging
- Parking
- Rental vehicles and ground transportation
- Gas for rental vehicles
- Uber and Lyft
- Wifi costs (if necessary for conducting business)

SAP Concur

SCHOOL OF GOVERNMENT MANAGED

- Business Expenses for Courses:
 - Airfare
 - Registration
 - Baggage
 - Internet
 - Parking
 - Taxi/Rental Car, including gas
 - Personal meals (limit to cost consistent with per diem rates)
 - Lodging
 - Meals and entertainment for courses
 - Supplies
 - Postage/shipping
 - Services from a vendor
 - Printing

QB/Ramp

- Business Expenses for Fundraising and Advancement:
 - Airfare
 - Registration
 - Baggage
 - Internet
 - Parking
 - Taxi/Rental Car, including gas
 - lodging
 - Meals and entertainment for courses
 - Supplies
 - Postage/shipping
 - Printing

QB/Civic