

# 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/Civic/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/Ramp