

P-Card Travel Procedures

Airlines

Allowable Expenses	Non-Allowable Expenses
<ol style="list-style-type: none"> 1. Domestic airfare <ol style="list-style-type: none"> a. Checked baggage fees b. Airport parking 	<ol style="list-style-type: none"> 1. Business or first class airfare <p>The following items are only allowed if approved by the Dean or the appropriate Vice President-level administrator. Email approval to be sent to the P-Card Coordinator:</p> <ol style="list-style-type: none"> 2. Early bird check-in fees 3. Priority seating fees 4. Seat upgrade fees including main cabin extra/comfort plus/business select, etc. 5. Seat selection fees 6. Telephone ticketing service 7. Travel insurance/travel protection plan
<ol style="list-style-type: none"> 2. International airfare <ol style="list-style-type: none"> a. Checked baggage fees b. Airport parking c. Seat upgrade to economy plus or other similar class d. Passport fees e. Visa fees 	<ol style="list-style-type: none"> 1. Business or first class airfare <p>The following items are only allowed if approved by the Dean or the appropriate Vice President-level administrator. Email approval to be sent to the P-Card Coordinator:</p> <ol style="list-style-type: none"> 2. Early bird check-in fees 3. Priority seating fees 4. Seat selection fees 5. Telephone ticketing service 6. Travel insurance/travel protection plan

Rail/Road Transportation

Allowable Expenses	Non-Allowable Expenses
<ol style="list-style-type: none"> 1. Airport shuttle to and from the hotel 2. Bus (inter-city travel) including BoltBus, Greyhound Lines, MegaBus, etc. 3. Train (inter-city) including Amtrak 	<ol style="list-style-type: none"> 1. Bus (intra-city) 2. Rental car (see Enterprise Rent-A-Car) 3. Taxicab/limo including ride sharing services like Lyft, Uber, etc. 4. Train (intra-city) including metro, subway, tram, etc.

Lodging

Allowable Expenses	Non-Allowable Expenses
<ol style="list-style-type: none"> 1. Room and tax 2. Internet/Wi-Fi access 3. Early bird check-in and late check out fees 4. Laundry and dry cleaning – Only for extended foreign travel, or for athletic teams on extended trips 5. Parking: <ol style="list-style-type: none"> a. Self-parking b. Valet parking (documentation stating that it is the only available parking option or that it is not excessive in comparison to other parking options) 	<ol style="list-style-type: none"> 1. Alcohol 2. All incidental charges including minibar, movie, room service, safe, etc. 3. Meals 4. Missouri state sales tax 5. Telephone charges