

P-Card Travel Policy

Airlines	
Allowable Expenses	Non-Allowable Expenses
1. Domestic airfare a. Checked baggage fees b. Airport parking	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: 1. Business or first class airfare 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
2. International airfare a. Checked baggage fees b. Airport parking c. Seat upgrade to economy plus or other similar class d. Passport fees e. Visa fees	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: 1. Business or first class airfare 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
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	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
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: 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)	1. Alcohol 2. All incidental charges including minibar, movie, room service, safe, etc. 3. Meals 4. Missouri state sales tax 5. Telephone charges