

Purchasing Card Procedures - Student Travel Expenses

As a reminder, *VSU employees must pay their travel expenses directly* and then request reimbursement through the VSU Travel Department upon returning to the University.

A. Using the PCard for Student Travel:

A cardholder must request approval from the PCard Office prior to each trip to use the card for **student travel expenses** when traveling with a sanctioned student group. All purchasing regulations including the \$5,000 bid limit and food per diem amounts apply.

Student travel expenses include:

- Airlines
- Ground Transportation
- Food
- Lodging
- Entertainment

Note: The cardholder must ensure that VSU has the vendor's certificate of liability insurance on file for chartered airlines, buses, limos or vans.

Note: Agency accounts (Fund 60000) can use the pcard for student travel **only** for Study Abroad Programs.