



REMINDERS!

- ◆ AN AFFILIATE IS IN TRAVEL STATUS WHEN THEY ARE OUTSIDE A 50-MILE RADIUS FROM HIS OR HER RESIDENCE AND/OR DESIGNATED DUTY POST
- ◆ A COPY OF THE APPROVED TRAVEL AUTHORIZATION MUST BE KEPT WITH THE P-CARD MONTHLY STATEMENTS AND RECEIPTS
- ◆ IF YOU HAVE PROBLEMS WITH YOUR CARD AFTER BUSINESS HOURS, YOU CAN CALL JPMORGANCHASE CUSTOMER SERVICE AT 1-800-270-7760
- ◆ WHEN IN DOUBT, ASK! WE ARE HERE TO HELP WITH ALL YOUR P-CARD QUESTIONS

EMAIL PCARD@ASU.EDU, CALL GAIL

HORNEY AT 480-965-0658 OR EDWARD ELLIOTT AT 480-965-7273



ARIZONA STATE UNIVERSITY PURCHASING CARD PROGRAM



P-CARDS

&

TRAVEL:

What You Need

to Know



Email: pcard@asu.edu

Fax: 480-223-6231

Gail Horney

P-Card Operations Specialist

Phone: 480-965-0658

Edward Elliott

P-Card Administration and Compliance Specialist

Phone: 480-965-7273

Purchasing & Business Services

PO Box 875212

Tempe, AZ 85287-5212





TRAVEL CHARGES ON THE P-CARD

WHAT TRAVEL EXPENSES CAN BE CHARGED ON THE P-CARD?

- ⇒ ASU AFFILIATE AIRFARE & CONFERENCE FEES
- ⇒ TRAVEL CHARGES FOR NON-ASU AFFILIATES, SUCH AS GUEST LECTURERS
- ⇒ SUPPLIES NEEDED WHILE TRAVELING, AS LONG AS P-CARD POLICY IS FOLLOWED.

ALL OTHER AFFILIATE TRAVEL CHARGES MUST BE DONE ON A REIMBURSABLE BASIS.

EMPLOYEES CAN APPLY FOR A UNIVERSITY DINERS CLUB CARD FOR REIMBURSABLE EXPENSES. PLEASE VISIT THE TRAVEL WEBSITE FOR MORE INFORMATION:

<http://cfo.asu.edu/fs-travel-univ-card>

WHAT TRAVEL EXPENSES ARE PROHIBITED ON THE P-CARD?

- ◆ HOTEL CHARGES, MEAL CHARGES AND GROUND TRANSPORTATION CHARGES (INCLUDING RENTAL CARS AND GAS) ARE PROHIBITED FOR ASU AFFILIATES IN TRAVEL STATUS
- ◆ YOU CANNOT USE THE P-CARD TO HOLD A HOTEL ROOM FOR AN ASU AFFILIATE
- ◆ FLIGHT INSURANCE. TRAVEL INSURANCE (FOR INDIVIDUALS OR GROUPS) IS NOT REIMBURSABLE.



USEFUL LINKS

P-CARD WEBSITE WITH APPLICATION, USER'S GUIDE AND ADDITIONAL FORMS:

<http://cfo.asu.edu/purchasing-forms>

MANDATORY ON-LINE P-CARD TRAINING:

<http://pcard.asu.edu/eTraining/web/>

TRAVEL WEBSITE:

<http://cfo.asu.edu/fs-travel>

FINANCIAL SERVICES MANUAL:

<http://www.asu.edu/aad/manuals/fin/>

PURCHASING MANUAL:

<http://www.asu.edu/aad/manuals/pur/>

ADTRAV TRAVEL MANAGEMENT:

https://www.adtrav.com/asu/asu_tmc.asp