Travel Card Expenses

This guide will explain what expenses are allowable on the Travel Card.

**Travel Card**

1. The following expenses are allowable on the Travel Card for employees while in travel status or associated with a travel objective.
   a. Actual Meal Costs
   b. Agency Booking Fees
   c. Airfare
   d. Airline Fees
      i. Baggage Fees
      ii. All other fees require a business justification.
   e. Foreign Transaction Fees
   f. Freight/Shipping
      i. Only allowable when in travel status.
   g. Local Transportation
   h. Lodging
      i. Membership
         i. Only allowable when OU receives a discount as a result of the membership or the membership is required for attendance. Documentation showing this information is required.
   j. Miscellaneous Travel Expenses
      i. Cellular phone fees while in travel status
      ii. Internet fees
      iii. Laundry expenses when in travel status for 7+ days
      iv. Telephone/Fax fees
   k. Parking
   l. Printing/Copying
      i. Only allowable when in travel status.
   m. Registration
   n. Rental Car
      i. Only allowable with proper business justification.
   o. Rental/Fleet Car Fuel
   p. Subscription
      i. Only allowable when associated with a registration fee.
   q. Supplies
      i. Only allowable when in travel status.
   r. Tolls
   s. Train Ticket
   t. Training

2. All charges made on the Travel Card that are not specifically listed as allowable and/or in compliance with University policies will be considered **personal charges**, Personal charges will be automatically deducted from the employee’s next paycheck. Multiple payroll deductions will result in the employee’s Travel Card being cancelled.

3. All other reimbursements not specifically listed in the chart above should be submitted on a Payment Request Form through CrimsonCorner. An explanation will be required noting why normal purchasing methods were not used.