



Card Usage Chart

This chart will help you understand when it is most appropriate to use your Travel Card versus when the Pcard is more appropriate.

Expense Type	Travel Card	P-Card
Taxi to/from Airport	✓	✗
Local Travel Expenses	✓	✗
Conference Registrations and Fees (Local and Non-Local)	✓	✗
Business Meeting Food	✓	✓*
BU Catering on the Charles**	✗	✗
Business Meals w/ Alcohol	✓	✗
Office Supplies –During Travel Dates (<\$3,000.00)	✓	✗
Office Supplies – Local (<\$3,000.00)	✗	✓***
Materials – During Travel Dates (<\$3,000.00)	✓	✗
Materials – Local (<\$3,000.00)	✗	✓***
Airfare/Accommodations/Car Rental	✓	✗
Professional Subscriptions/Dues	✓	✓
Advertising	✗	✓

* Charges of <\$3,000 only on the PCard

** Catering on the Charles should only be paid for via Internal Service Request (ISR)

*** The University always encourages the use of the Terrier Marketplace to make supply purchases using the Shopping Cart process. Use of P-Card is intended only for low cost items needed immediately.