

OneCard Use for Travel



Allowable Expenses

- ✓ Airfare (coach)
- ✓ Hotel/Lodging
- ✓ Registration
- ✓ Car Rental
- ✓ Gas for Rental or University vehicle
- ✓ Taxi/Uber/Lyft
- ✓ Train, Bus, Shuttle
- ✓ Group Meals:
 - Include list of attendees
 - Submit itemized receipt
 - Note meal type: breakfast, lunch, or dinner
 - Restricted to meal per diem rates
 - Food & Beverage form required for non-travel attendees

Travel Authorizations must be fully approved prior to making purchases

Personal Purchases are Prohibited:

- *No Individual meals; claim per diem instead*
- *No gas for personal vehicles*
- *No flight insurance/Trip protection, medical or hospital services*
- *No seat upgrades*
- *No Business Class or upgrades*
- *No Lodging incidentals such as room service*
- *No valet parking*

Do not use for purchases between departments, at the Bookstore, or for WWU Parking.
Use the JV process instead