

OneCard Use for Travel

Travel Authorizations must be fully approved prior to purchases

- ✓ Airfare (coach)
- ✓ Hotel/Lodging
- ✓ Car Rental
- ✓ Gas for rental or university vehicle
- ✓ Taxi/Uber/Lyft
- ✓ Train, bus, shuttle
- ✓ Group Meals:
 - Include list of attendees
 - Submit itemized receipt
 - Note breakfast, lunch or dinner
 - Restricted to meal per diem rates
 - FBA form required for non-travel attendees

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 or Business Class*
- ▽ *No Lodging incidentals such as room service*
- ▽ *No Valet parking*
- ▽ *No Gifts, including host gifts*

Do not use for purchases between departments; use JV process instead