

## Idaho State University Travel Card Quick Reference

<b>Allowed Expenditures:</b>	<b>Disallowed Expenditures:</b>
Airfare Baggage Fees (limit: one each way) Car Rentals Conference Registration Fuel (rental only) Ground Transportation Laundry Services Lodging Parking Sanctioned Group/Student Travel Meals Tolls/Permits	Alcoholic Beverages ATM/Cash Back Business Meals Catering Charter Transportation Food/Beverages Fuel (personal vehicle) Global Positioning System Late Check-Out Fees Parking Tickets Personal Expenses Rental Insurance Tips Visa/Passports

**\*\*\* Important Reminders \*\*\***

- Business meals should be paid with an ISU P-Card or personal card.
- Chartered transportation should be paid with an ISU P-Card.
- Laundry services are covered only if travelers' stay is for 5 days or more.
- Sanctioned Group/Student Travel (i.e. athletics, clubs, class teams/field trips) must meet certain criteria to be eligible for travel card use.
- Be sure to keep all travel card receipts.