Business Process for the Use of ProCard for University Travel Expenses
(Conference/ Meeting Registration Fees and Local Enterprise Rental Car only)

Prior to utilizing the ProCard to purchase the Conference/Meeting Registration fee and/or the Local Enterprise Rental Car, the traveler, along with the ProCard holder, must complete the “Use of ProCard for University Travel Expenses” Form as it is required with both the ProCard report and the Travel Expense Claim.

ProCard Report requirements:

- Original receipts must be attached to the ProCard Report.
- The original “Use of ProCard for University Travel Expenses” Form must be attached to the ProCard Report. If a Travel Expense Claim will be submitted, a copy of the “Use of ProCard for University Travel Expenses” Form must be attached to the Travel Expense Claim.

Travel Expense Claim (TEC) requirements:

- The copy of the “Use of ProCard for University Travel Expenses” Form must be attached to the TEC and ALL expenses, including those paid by ProCard, must be documented on the TEC.
- If a Conference/Meeting Registration fee is paid by the ProCard, an agenda must be included with the TEC to ensure that meals aren’t claimed twice.
- If a Local Enterprise Rental car is paid for the ProCard, a copy of the rental invoice must be included with the TEC.