

### Overview

Use this chart to help understand when to use a T&E Card versus a PCard. This document is a sample list of allowable charges and does not include all additional considerations when completing a purchase. Be sure to review the appropriate UCOP/UCR policies and guides for further information. A [Detailed Payment Matrix](#) is also available.

T&E Card	PCard or T&E Card	PCard
<p><i>Card Credit limit of \$5000 per billing cycle</i></p> <p><b>Meeting/Entertainment expenses for events covered in UCOP policy Bus-79 including:</b></p> <ul style="list-style-type: none"> <li>Business Meals, Catering, and Entertainment Expenses including alcohol*/** (includes food items purchased from a grocery store)</li> </ul> <p><b>Travel Expenses for preapproved travel covered in UCOP policy G-28 for the Accountholder, including:</b></p> <ul style="list-style-type: none"> <li>Airfare</li> <li>Lodging</li> <li>Parking</li> <li>Rental Vehicles and Ground Transportation</li> <li>Gas for Rental Vehicles</li> <li>Uber and Lyft</li> <li>WIFI costs (if necessary for conducting business)</li> <li>Meals while on Travel status (limited to the daily meal cap or GSA rates as defined in BFB G-28)</li> </ul> <p><b>Team/Group Travel Expenses when Accountholder is the leader for a preapproved Group/Team Travel</b></p>	<p><i>T&amp;E is only to be used for expenses of accountholder and PCard is only be used to pay expense for others</i></p> <ul style="list-style-type: none"> <li>Conference</li> <li>Registrations***</li> <li>Passport and/or Visa Fees</li> <li>Professional Membership Dues</li> </ul> <p><b>NEITHER PCard or T&amp;E Card</b></p> <p><i>Gifts employee or non-employee that fall under UCOP policies BFB G-41 or G-42****</i></p> <ul style="list-style-type: none"> <li>Employee recognition (Spot awards, one-month parking permit or transit pass)</li> <li>Length of Service or Retirement</li> <li>Sympathy gift (Tangible Personal Property or Cash Contributions)</li> <li>Prizes and Other Gifts</li> <li>Promotional, appreciation, recognition, or incentive items</li> <li>Restricted items as outlined here (<a href="#">link PCard restricted items</a>)</li> </ul>	<p><i>Card Credit limit of \$50,000 per billing cycle; Card Credit limit of \$10,000 per transaction, per supplier per day</i></p> <ul style="list-style-type: none"> <li>Advertising</li> <li>Conference Calls</li> <li>Copying/Framing/Photo Developing/Reprints</li> <li>Credential Verification/ Background Checks</li> <li>Inventory Purchases</li> <li>Medical License/DEA</li> <li>License</li> <li>Newspaper/Magazine/ Online Subscriptions</li> <li>Postage/Shipping/Courier</li> <li>Repairs from a vendor</li> <li>Supplies (office/shop/IT/ lab)</li> <li>Utility (power/water/gas/ cable)</li> <li>Guest/Student preapproved travel on Request</li> <li>Airfare</li> <li>Lodging</li> </ul>

\*Alcohol must be allocated to an appropriate funding source as specified in UCOP Policy BUS 79 on university-related Business Entertainment Expenses. Alcohol purchase for on campus event may need to be reviewed by Risk Management.

\*\* Events exceeding \$5000 or requiring contracts should be purchased via PO. Contract documentation for events less than \$5000 must be reviewed and approved by Procurement Services prior to purchase. Rental of equipment, decorations, flowers, etc. for an event are not allowable on T&E card.

\*\*\* Financial donation/gift component when registering for a conference or other event are generally considered personal expenses and are not allowed. Exceptions must be approved by the Chancellor. Pcard holders are not to pay for their own conference registration, only for the registration of others.

\*\*\*\* Items purchased under UCOP policies BFB G-41 or G-42 are to be purchased by an employee and reimbursed via Concur or directly from an authorized supplier via PO. Supporting documentation and approvals as outlined in the respective policies must be uploaded to the Concur Expense report or PO.