



THE UNIVERSITY OF NEW MEXICO

ENHANCED PCARD CAPABILITIES

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Expanded Use for Pcard Transportation and Hotels

- Ground Transportation
 - Taxi
 - Rental Cars
- Hotels



What Pcard Holder Must Do

- To get this expanded authority:
 - Complete the *PCard for Travel* online course and assessment test
 - Submit a PCard Modification Form to Purchasing – MSC 01-1240

Unauthorized Purchases

- Note that PCards are NOT approved for meals expense when traveling



DPI Submission

- Supporting documentation requirements have not changed.
- Documentation includes lodging receipts, conference schedule, ground transportation receipts, etc.
- All travel charges must be selected from the list of available transactions in the section of the Travel DPEZ titled *Pre-paid PCard Travel* the way airline tickets are currently selected.
- Only one DPEZ should be submitted per trip.
- Reimbursement requests should be submitted within 15 business days of the completion of travel.

Reduction of Travel Advances

- One of the goals in the PCard travel procedure modifications is to reduce the need for travel advances
- Travel Advances may still be allowed for:
 - Meal expenses for travel by students (individual or group)
 - Departments that do not have and cannot obtain a p-card
 - Travel to remote areas where p-card usage is not practical

Reduction of Travel Advances

Travel Advances will generally NOT be approved for:

- Travel expenses prepaid out of personal funds
 - Alternative: UNM PCard or subsequent reimbursement
- Lodging
 - Alternative: UNM PCard, or subsequent reimbursement
- Ground Transportation
 - Alternative: UNM PCard or subsequent reimbursement
- Airline tickets
 - Alternative: UNM PCard or subsequent reimbursement
- Conference fees
 - Alternative: UNM PCard or subsequent reimbursement
- Other miscellaneous estimated expenses, such as meals

More Information

- You will find more information on these changes at:
 - FSSC Website: <http://www.unm.edu/~fssc/>
 - Unrestricted Acctg –Main Campus Website: <http://www.unm.edu/~gacctng/>
 - Purchasing Website: <http://www.unm.edu/~purch/>

Questions

