



**Travel P-Card Documentation**

Credit cards issued to employees may only be used for authorized expenses. A full account of all charges must be made within 10 days. Itemized receipts as required by the School Board are to be attached. A statement indicating what school district business was being conducted must be given.

Date	Vendor	Purpose or Description of Charge	Amount	Receipt Y/N*
Total			\$	

I hereby certify, under penalty of perjury, that this is a true and correct claim for necessary expenses incurred on the travel card by me and that no payment has been received by me on account thereof.

Account Code: 10 E 530 \_\_\_\_\_ - \_\_\_\_ - 8580 - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - 0

\_\_\_\_\_  
 Cardholder (print name)

\_\_\_\_\_  
 Cardholder Signature

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Supervisor Approval

\_\_\_\_\_  
 Date

A District **Travel/Overnight or Out-of-State Approval Request Form** must be completed prior to use of the credit card.

\*See back for instructions

## Travel P-Card Documentation

### Use of Credit Card for Travel:

- Check out the credit card. You must have a Travel Request Form signed by an administrator/principal/board with the account code before you may have the card.
- Return the card as soon as you return. Turn in the necessary paperwork within 10 days:
  - Credit Card Documentation Form
  - Itemized receipts bearing original signatures are required on all credit card purchases.
  - No Food charges allowed, staff will pay for meals and be reimbursed based on per diem rate only
- If paying for more than yourself, you must list the name of the people.

### Use of Credit Card for Non Travel:

Only certain purchases are allowed to be made using the P-Card. All purchases must be made in compliance with the district purchasing policies and the guidelines as set forth in the P-Card Procedure Manual.

The procurement card may be used at any qualified merchant who accepts credit cards. The procurement card may be used for **current year expenditures only** – no prepays are allowed for the next fiscal year. Contact the Business Office with questions regarding specific situations.

**Missing Receipts:** If you do not have a receipt attached to this form you must include **Form B – 10 the Missing Receipt Form**. This form should only be used if the cardholder has done everything in their power to acquire the missing receipt.

### Travel Related Expenses ONLY

Allowable Purchases	Unallowable Purchases
Airfare	Entertainment
Transportation	Gifts/Donations
Hotel	Personal Services Agreements
Parking	Contracts
Gas for a rental car	Alcohol
	Food/Drink (Per Diem)
	Gas for personal car

(Exceptions can be made, but only with prior approval from the Business Office Administrator)