



2.5.3 Student Travel

Policy Statement

The University of Georgia establishes policy related to p-card purchases for student travel to ensure compliance with applicable laws, rules, regulations and policies governing p-cards. Section 6.3 of the [UGA P-Card Manual](#) sets forth the policy for student travel p-card purchases.

Reason for policy

Board of Regents regulations require the University to comply with their policies related to p-card purchases for student travel.

Procedures

Student travel p-card purchases are allowable for students authorized to travel for participation in academic programs and sanctioned student events. These types of purchases are subject to the same reconciliation process as described in the [UGA P-Card Manual](#). Besides the normal allowable purchases indicated in Section 6.0 of the UGA P-Card Manual, the following are also allowable as addressed in Section 6.3 of the [UGA P-Card Manual](#):

- Student food, lodging, and travel (Air fare charges are not allowable)
- Entrance fees to educational venues
- Operating Expenses and Supplies
- Fuel for rental vehicles
- Emergency situations (air fare allowed)

Note: No employee travel expenses (food, lodging, transportation, etc.) are allowable on a p-card.

Additional contacts

Dawn Cowart

Phone Number: 706-542-2361

Responsibilities

Responsible University Senior Administrator: Vice President for Finance & Administration

Responsible University Administrator: Procurement Office

Policy Owner: [Procurement](#)

Policy Contact: Dawn Cowart

Phone Number: 706-542-2361

Responsibilities: The cardholder is required to ensure p-card purchases adhere to UGA policy and procedure.

Responsibilities: The approving official is required to review p-card purchases for adherence to UGA policy and procedure.

Record Retention

Series documents administration of credit cards and **P-Cards** issued to institutional staff and units. Records may include: applications; master monthly billing statements; individual card holders' statements; billing summaries; printouts including vendor analysis by code; number of charges and stores; use summaries; related correspondence.

Retention: 7 years, [BOR 0472-03-013](#)

FAQs

Question 1. I am a UGA employee, can I charge my travel, food or lodging to the p-card?

Answer 1. No

Related information

UGA P-Card Manual

Date Reviewed: 02/09/2018

[‹ Study Abroad \(Agency Accounts\) | Unallowable P-Card Purchases ›](#)

Policy Dates

Effective Date: 04/01/2017

Date Last Updated: 11/06/2017

Date of Last Review: 11/05/2018

Date of Approval:

Previous Version of Policy: