

# University Purchasing Cards

Type	Travel Card	Meeting Card	Procard
<b>Use</b>	Individual travel and entertainment	Event, group, and visitor travel and entertainment	Small dollar good and services
<b>Primary Users</b>	Individual Travelers	Event and group travel planners and arrangers	Department purchasers
<b>Payments Made By</b>	Individual – Individual card holders are responsible for paying bills to JP Morgan Chase	University – University pays bill to JP Morgan Chase	University – University pays bill to JP Morgan Chase
<b>Reimbursement &amp; Reconciliations</b>	Per trip/event personal expense report in Concur  <a href="#">Expense Report Reference Guide</a>	Monthly statement expense report in Concur that matches Chase statement  <a href="#">Meeting Card Reference Guide</a>	Monthly Statement expense report in Concur that matches Chase statement  <a href="#">Procard Reference Guide</a>
<b>Eligibility</b>	Full time employees	Limited – Subject to needs assessment	Limited – Subject to needs assessment
<b>Application</b>	<a href="#">Travel Card Application</a>	<a href="#">Meeting Card Application</a>	<a href="#">Procard Application</a>
<b>Application Approver</b>	Supervisor	Supervisor, Budget Unit Administrator, and Meeting Card Administrator	Supervisor, Budget Unit Administrator, and Procard Card Administrator
<b>Example Purchases</b>	<ul style="list-style-type: none"> <li>▪ Airfare</li> <li>▪ Hotel</li> <li>▪ Car rental</li> <li>▪ Conference fees</li> <li>▪ Meals while traveling</li> <li>▪ Business entertainment</li> <li>▪ Business meeting expenses</li> <li>▪ Other travel/business expenses</li> </ul>	<ul style="list-style-type: none"> <li>▪ Group Travel</li> <li>▪ Group Events</li> </ul>	<ul style="list-style-type: none"> <li>▪ Small low value office items</li> <li>▪ One-time purchases</li> <li>▪ Academic/classroom supplies</li> <li>▪ Postage</li> <li>▪ Express postage</li> <li>▪ Newspapers &amp; periodicals</li> <li>▪ Dues &amp; professional memberships</li> <li>▪ Conference Fees</li> </ul>
<b>Managing Department</b>	Procurement Services (631-4289 <a href="mailto:travel@nd.edu">travel@nd.edu</a> )	Procurement Services (631-4289 <a href="mailto:travel@nd.edu">travel@nd.edu</a> )	Controller's Office ( <a href="mailto:procard@nd.edu">procard@nd.edu</a> )