

PCard vs. Travel Card

The University of Michigan offers two credit cards to meet the needs of employees who make purchases and/or travel on behalf of the university—the PCard and the Travel Card.

Use PCards for:

- Travel and travel-related expenses
- Hosting expenses
- Memberships, dues, and subscriptions
- Transactions under \$5,000 when the item is not available through an internal service provided or university contract

Do not use PCards for:

- Personal purchases
- Goods available through a university contract or an internal service provider
- Services, unless the purchase is pre-approved by a Procurement Services agent
- Items on the list of Restricted Purchases and Special Approvals

Use Travel Cards for:

- Travel and travel-related expenses, including:
 - Hotels
 - Ground transportation
 - Baggage fees
 - Car rental and gas
 - Travel parking
 - Hosting meals

Do not use Travel Cards for:

- Personal purchases
- Travel meals, which are reimbursed via per diem after the conclusion of the trip
- Purchases not related to travel, as Travel Cards are restricted to travel merchants only, so all other purchases, including conference registrations, will decline

How to Apply for a Card

1. Review the PCard webpage at www.procurement.umich.edu/pcard
2. Complete the Training
 - a. Take the required PCard/Travel Card Cardholder Course (PRE110) found in My Linc
 - b. Read the PCard/Travel Card Holder Agreement
3. Submit the Application
 - a. Complete the online application for either the PCard or Travel Card
 - b. Designated approver reviews and approves the application
 - c. The Card Team reviews and approves the application
 - d. JP Morgan Chase mails the PCard/Travel Card to the address provided



Questions?

JPMorgan Chase
(800) 270-7760

U-M PCard and Travel Card Customer Service
(734) 764-8212, prompt 2 | procurement.services@umich.edu

M FINANCE
PROCUREMENT SERVICES
UNIVERSITY OF MICHIGAN

Travel Card FAQ

1. What is a Travel Card?

The U-M Travel Card is a credit card from JP Morgan Chase that is a subset of the current PCard program and is restricted to only travel-related expenses. The Travel Card can be used for travel expenses such as:

- Hotels
- Ground Transportation
- Train Fare
- Baggage Fees
- Car Rental
- Travel Parking
- Gas for rental vehicles

The Travel Card should not be used for travel meals, which are reimbursed via a per diem through Concur after the conclusion of a trip.

2. Who can apply for a Travel Card?

Regular employees who travel on university business can apply for a Travel Card, whether the employee travels frequently or infrequently. If an employee already has a PCard, a Travel Card is not needed.

3. How can I apply for a Travel Card?

The Travel Card application is located on the Procurement Services Website. Before applying, the employee must pass the required MyLinc PCard training, PRE110, and read the Cardholder Agreement, both available on the website.

4. What is the difference between a PCard and a Travel Card?

The Travel Card is restricted to travel purchases only. A PCard can be used for both travel purchases and other business purchases.

5. Can I have both a PCard and a Travel Card?

No, employees only need one or the other. The PCard can still be used for travel purchases, so if an employee already has a PCard a Travel Card is not needed.

6. How do you reconcile Travel Card charges?

Travel Card purchases will flow to Concur and be reconciled the same as a PCard charge. Review the Concur Training and Resources in MyLinc for directions on how to create an expense report with card transactions.

7. How do you tell the physical difference between a PCard and a Travel Card?

The PCard will have the Tax Exempt Number listed below your name. The Travel Card will say "Travel Card" below your name.

8. Can airfare be purchased on the Travel Card?

Airfare should be purchased from CTP by either contacting them or using the Lightning Booking tool. When purchasing airfare from CTP, the airfare expense is charged to the virtual CTA card and the expense appears in your Concur profile to reconcile.

9. I have a PCard now but want to restrict it to only travel expenses. Do I have to get a new card?

Yes, to get a card that is restricted to only travel purchases, you must close your PCard account and apply for a new Travel Card.

10. Can I purchase my conference registration with my Travel Card?

Unfortunately no. Most conferences are hosted by organizations that are not considered a travel vendor for credit card purposes. A conference registration will need to be paid for with a PCard (preferred) or personal card.

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