

Type of Expense	Method of Payment	Allowable Travel Expense	Notes	Unallowable Travel Expenses
<b>Conference Expenses:</b>				
Registration	<b>pCard required</b>	Registration Fees	*Book early for early bird and/ or group discounts; Reconsider trip, if must pay a late registration fee	
<b>Lodging Expenses:</b>				
	<b>pCard required</b>	Lowest room rate (single room rate)	*If conference hotel is booked, find hotel with a rate similar or less than offered by conference	*Hotel upgrades (suites, vrbo's, resorts with excessive fees)
	<b>pCard required</b>	Parking		*Personal expenses (laundry, movies, etc.)
	<b>pCard required</b>	Hotel Internet Charges (if necessary)		*Valet or bell hop services
<b>Transportation Expenses:</b>				
Personal Car	<b>Do not use pCard for Gas</b>	Mileage Reimbursement	*If driving to a conference, DMPS only reimburses up to the average airline costs, unless multiple staff ride together - do a cost analysis.	*Gas for personal vehicles
	May use pCard	Parking		
	May use pCard	Tolls		
Rental Car	<b>pCard required</b>	Rental Cars (economy)		*Rental car upgrades (premium, luxury, SUV)
	<b>pCard required</b>	Gas for rental cars and district vehicles		*Rental car insurance
	May use pCard	Tolls		*GPS with rental car
				*Pre-paid fuel at rental agency
Ground Transport	May use pCard	Authorized Transportation (e.g., taxis, rideshare, train, shuttles)	*Max Tip – 20% of expense *Do not store a district pCard in a ride share app	
	May use pCard	Parking at Airport	*Max Allowance - \$12 per day	
Airfare	<b>pCard required</b>	Plane ticket (most economical)		*Upgrades (Business Class, First Class)
	<b>pCard required</b>	Mandatory Economy Seat Selection Fee	*Max Allowance - \$35 per leg *Most airlines do not require a seat fee; do not select a seat at time of booking. After you check in for the flight, the airline will assign you a free seat.	*Optional Seat fees (seat selection, exit row, reclining seat)
	May use pCard	Baggage Fee	*Max Allowance - \$70 round trip *The district will only pay for one baggage fee, either checked OR carry-on	*Excess weight fee for checked baggage *Airfare cancellation insurance
				*Travel insurance
				*Bundles (which can cost more than booking airfare + checked bag only)
<b>Meal &amp; Incidental Expenses:</b>				
Meals (not provided by Conference)	<b>Do not use pCard for M&amp;IE</b>	Meal and Incidental Expenses (M&IE) per diem	*Cannot be Paid for with a Grant-Funded Account Key	*Per diem for meals provided by conference
<b>REMINDER:</b> All expenses paid for using a district pCard <b>MUST</b> have itemized receipts				
<b>REMINDER:</b> All expenses to be reimbursed <b>MUST</b> have itemized receipts				
<b>REMINDER:</b> M&IE per diem reimbursement <b>does not</b> require receipts				