

Checklist: Florida Atlantic University Controller's Manual and pCard for Travel

<http://www.fau.edu/controller/travel/pcard.php>

- Coach class airline tickets were purchased, otherwise justification needed for higher rate. If unauthorized, the traveler reimburses the cost difference to the University.
- Business-related airfare combined with personal airfare were not charged on pCard.
- If costs incurred combined business and personal trips, a personal credit card must be used in this instance. The traveler will be reimbursed for the business portion upon completion of the trip.
- Travel-related expenditures for third parties (excluding airfare, hotel charges, taxi, and registration fees) were not paid on pCard.
- First class and business class travel were not charged to pCard .
- Foreign travel expenditures other than airfare were not charged on pCard.
- Only registration fees for the card holder and other attendees were charged but not other items, i.e., books, tapes, movies, CDs.
- Single room rate applied, if otherwise justified.
- Daily hotel room rates exceeding \$200/night in Florida require justification.
- Sales tax was exempt for hotel rentals in Florida.
- Room service was not charged on pCard.
- Meals and alcohol were not charged on pCard.
- State contracted rates were used with AVIS and Enterprise (state charges only).
- State contract used for the rental of a compact (Class B) or less, justification needed for larger vehicle. Pre-approved voucher issued through Controller's office preferred methodology.
- I understand hybrid vehicle rental is allowed in state only, using \$29.75 rate per day. Out of state hybrid not available at this time.
- A vehicle was charged from a non-state contracted approved vendor on pCard. The University will accept collision, comprehensive coverage insurance and liability for damages to the other vehicle only.
- Personal liability coverage was not charged. I understand that the University will not reimburse the traveler for the purchase of personal liability (bodily injury, property damage or other type of insurance).
- Personal items were not charged on pCard.
- Personal phone calls were not paid on pCard.
- Car repair (non emergency) were not paid on pCard
- Gasoline was not charged on pCard.
- I have discussed with travelers that they will be personally liable for unauthorized charges discovered during an audit. This may also result in termination of the pCard privilege and possible disciplinary action.