

Payment of Airfare, Baggage Fees, and/or Lodging with a Pcard

All pcard guidelines, OSU Travel Policies and Procedures, and the State Travel Reimbursement Act apply to purchases of airfare, baggage fees, and lodging using a pcard. (See also Travel Policy 3-0201, Travel 10.01.) In addition, before using a pcard for the payment of airfare, baggage fees, and/or lodging, the cardholder must request authorization and receive confirmation from Fiscal and Administrative Compliance that they have been approved for this type of purchase. The following guidelines specifically pertain to pcard airfare, baggage, and lodging purchases:

Direct Purchase of Airfare and Baggage Fees with the Pcard

- An Out-of-State Travel Request must be completed and approved prior to the purchase of airfare.
- The pcard may be used to purchase airfare.
- Three written quotes must be obtained. Verbal quotes will not be accepted. Any source (internet, travel agency, etc.) may be used to obtain the quotes. All three quotes must be attached to the travel voucher, and the airfare payment allowed on the pcard is limited to the lowest quote.
- Baggage fees can be charged at the time of purchase or at the airport not to exceed the approved number of baggage per travel rules. No overweight, extra baggage, etc. is permissible.
- Required documentation includes the Out-of-State Travel Request, receipt, and three written quotes.
- The receipt must include the vendor's name, date, total cost of ticket, class accommodation, and name of traveler.
- This documentation may be printed and attached to the cardholder's monthly Memo Statement or attached to the travel documentation in the AIRS system. The cardholder must include the trip number in the description field on the Works system so the documentation may be identified by Fiscal and Administrative Compliance.

Direct Purchase of Lodging with the Pcard

- If traveling out-of-state, an Out-of-State Travel Request must be completed and approved prior to the purchase of lodging.
- If a paid deposit is required, no more than one night's stay may be posted to the pcard in advance. A full refund cancellation policy must be in place in order to pay the one night's deposit in advance.
- The room rate must be supported by either:
 - Sponsor's announcement, agenda, brochure, registration form, and/or notice to verify designated lodging site and single occupancy room rate **OR**
 - Printed documentation of the Federal lodging rates for city and/or county.
- No taxes should be paid on in-state lodging. This includes, but is not limited to: sales tax, hotel occupancy tax, entertainment tax, city tax, etc.
- Required documentation includes the Out-of-State Travel Request, if required, itemized receipt, and documentation supporting the room rate, i.e. conference brochure or GSA rate.

- This documentation may be printed and attached to the cardholder's monthly Memo Statement or attached to the travel documentation in the AIRS system. The cardholder must include the trip number in the description field on the Works system so the documentation may be identified by Fiscal and Administrative Compliance.