Travel Expenses - by card type

	P-Card		Travel Card		Notes
	Employee	**Non-Employee**	**Employee**	**Non-Employee**	**Notes**
Conference Registration	Yes	Yes	Yes	Yes	If purchased with P-Card, reconcile it within 30 days of purchase. If purchased with T-Card, wait to reconcile until after the conference.
Visa/Passport Fees	Yes	Yes	Yes	Yes	
Lodging Deposit	No	No	Yes	Yes	
Lodging	No	No	Yes	Yes	Receipt must be itemized by nightly rate, taxes, and additional costs.
Airfare	No	No	No	No	Airfare must be purchased through Concur or Christopherson Business Travel.
Seat Fees	No	No	Yes	Yes	Only permissible for Economy class if choosing a seat requires payment.
Luggage Fees	No	No	Yes	Yes	
Car Rental	No	No	Yes	Yes	Car rental reservations must go through Concur, employee or non-employee alike to receive CU's discount and insurance. Car rentals are paid with travel card or personal card at the time of the rental.
Ground Transportation	No	No	Yes	Yes	Taxis, buses, trains, airport shuttles, etc.
Parking	No	Yes	Yes	Yes	If parking at DIA, use the University's discount programs.
Meals	No	No, unless official function	Yes	Yes	No receipts are necessary for personal meals in travel status. Receipts are required for non-employee meals on a University card.

Travel Expenses - by employee/non-employee

	Employees		Non-Employees		Notes
	P-Card	Travel Card	P-Card	Travel Card	
Conference Registration	Yes	Yes	Yes	Yes	If purchased with P-Card, reconcile it within 30 days of purchase. If purchased with T-Card, wait to reconcile until after the trip.
Visa/Passport Fees	Yes	Yes	Yes	Yes	
Lodging Deposit	No	Yes	No	Yes	
Lodging	No	Yes	No	Yes	Receipt must be itemized by nightly rate, taxes, and additional costs.
Airfare	No	No	No	No	Airfare must be purchased through Concur or Christopherson Business Travel.
Seat Fees	No	Yes	No	Yes	
Luggage Fees	No	Yes	No	Yes	
Car Rental	No	Yes	No	Yes	Car rental reservations must go through Concur, employee or non-employee alike. Car rentals are paid with travel card or personal card at the time of the rental.
Ground Transportation	No	Yes	No	Yes	Taxis, buses, trains, airport shuttles, etc.
Parking	No	Yes	Yes	Yes	If parking at DIA, use the University's discount programs.
Meals	No	Yes	No, unless official function	Yes	No receipts are necessary for personal meals in travel status. Receipts are required for non-employee meals on a University card.