

Submitting Receipts: Pcard and Travel

Timing

- Submit Procurement Card (**Pcard**) receipts as soon as you **make a purchase**.
- Submit **Travel** receipts (Travel Card or personal reimbursement) as soon as the **trip is complete**.
- **Receipts for reimbursement** (travel or otherwise) must be submitted and approved in an expense report **within 90 days** (of trip or other purchase). Otherwise, the reimbursement will be considered taxable income. It is best to submit receipts asap.

Guidelines:

- Submit **receipts** and **supporting documentation** to WGST **Program Assistant**.
- **Electronic receipts** (pdf or within body of email) and email submission are **preferred**. Paper receipts can be submitted as necessary.

Required Documentation/Information:

- ALL receipts (for any university purchase) must be **itemized** and must **show payment made and method** (e.g., “[*amount*] paid by VISA”). For Pcard payments at restaurants (guest speaker or faculty recruit visit), this usually involves two receipts.
- Provide the **business purpose** for the expense and the specific **speedtype** where the expense should be allocated. If no speedtype is specified, the program assistant will allocate the expense to a speedtype that has a sufficient balance, often using \$XQK (or Startup) funds before more “permanent” funds.
 - For **BOOK purchases**, you must indicate the **title/topic of your book/research project** or the **specific class(es)** (for which you will use the book). Indicating “for research” or “teaching” is not sufficient for CU accounting, and the expense report will not be sent through.
 - With **TRAVEL** receipts, indicate the **name of the conference** (or other business purpose) and list your specific **participation**, if you presented, etc. Provide a **brief summary** of expenses and clarify certain receipts if not self-explanatory. Indicate **whether you wish to claim full/partial per diem** and specify dates.
 - For **RESTAURANT/Food purchases** on the Pcard (generally taking a guest speaker or faculty recruit to dinner in Boulder/Denver), indicate the **names/affiliations of all attendees**.

See the **Purchasing / Pcard: Quick Reference** guide for general reminders and tips for making university purchases.