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.