

# Wilkes University

## P-Card Business Purpose - Travel Expenses

**All** transactions should include a detailed business purpose (noted in PNC ActivePay) for the expenditure. A business purpose is one that supports or advances the goals, objectives and mission of the University, and adequately describes the expense as a necessary, reasonable and appropriate business expense for the University. It should contain sufficient information so the budget manager, program administrator, and/or auditor will clearly understand how the expense benefits the University. In regards to *travel*, the business purpose should include the following:

1. Who: If the expense is for more than one person (i.e., meal for two employees), the description should include all names.
2. What: Include what type of expense it is, i.e. meal, lodging, rental car, etc.
  - a. Any expenses related to a rental car should include the license plate number.
3. Where: Include the city and state of travel. Please note the per diem limits outlined in the Travel Policy, which are based on roundtrip travel time.
4. Why: Substantiate why the expense is reasonable and appropriate for the University.

Below are examples of appropriate P-Card travel allocations:

Type of Expense	Insufficient Description	Appropriate Description
Travel – Meal	Lunch	Lunch at recruitment fair in Boston, MA – no meals provided
Travel – General	Conference	2024 AMA conference in Syracuse, NY
Travel – Transportation	Taxi	Taxi for John Doe and Jane Smith from airport to hotel in Dallas, TX
Travel – Transportation	Gas for Rental Car	Gas in Pittsburgh, PA for rental car license plate ABC-123

Your cooperation in providing a detailed business purpose for your travel expenditures will assist the University in managing operating expenses and ensuring responsible stewardship of University resources. Transactions that do not adhere to the Travel Policy and/or do not have a detailed business purpose may result in suspension of cards. Final determination of the adequacy of the business purpose explanation resides with the Vice President of Finance & COO.