

Category	Type					Notes
		P.O. Requisition	P-Card	Reimbursement Payment Request	Foundation Payment Request	
Airfare	Business Travel for employees or student groups		X	*		All Travel must be pre-approved by Supervisor; See Travel Policy
Airfare	UNA Guest Travel		*	X		It is preferred that guests be reimbursed for travel; but on occasions when its pre-approved the p-card is acceptable. Refer to Travel Policy
Alcoholic Beverages					F	personal Funds OR Foundation only
Bus Charters		X				Contracts MUST be reviewed by UNA Legal & Procurement Offices
Conference & Seminar Meeting Rooms & A/V essentials	Booked off site	X				Contracts MUST be reviewed by UNA Legal & Procurement Offices
Conference Registrations	Employee Travel	*	X	*		All Travel must be approved by Supervisor; See Travel Policy
Event Rentals	Local: Tents, Tables, Chairs, etc	X				Contracts MUST be reviewed by UNA Legal & Procurement Offices
Gasoline - Personal Vehicle				X		Traveler may opt for reimbursement of actual expense, if less than mileage allowance.
Gasoline - UNA FLEET		(Wright Gas Card)				Wright Card should be in every vehicle
Gasoline - Rental			*	X		SEE POLICY FOR ALLOWABLE EXPENSES NOTE: p-card okay for out of state actual expenses & student group travel ONLY
Lodging (Individual travel)	Employee In-State			X		Subject to In-State Per Diem (AL Law); NOT allowable on p-card;
Lodging (Individual travel)	Employee Out of State		*	X		Room+taxes only with itemized receipt; See Travel Policy
Lodging (Team Travel)	Student Groups	*	X			Teams; Organizations; Study Abroad Groups; etc. All must be listed by name & ID number; See Travel Policy
Meals	Employee In-State OR Out-of State			X		Subject to In-State Per Diem (AL LAW); Out of State restrictions apply, see UNA Travel Policy;
Meals	Student Groups		X	*		Teams; Organizations; Study Abroad Groups; etc. All participants must be listed by name & ID number
Taxi Service	Employee Travel			X		Note Restrictions within Travel Policy
Vehical Rentals	Local (Shoals)	X				Note Restrictions within Travel Policy
Vehical Rentals	Out of State		X	*		Note Restrictions within Travel Policy
Visa's International Travel				X		Note Restrictions within Travel Policy

**Note: This is only a Guide; Travelors should refer to UNA Travel Policy for more specific information**

**X - Acceptable method of payment**

**\* - Acceptable method of payment under certain circumstances**

**F - Foundation ONLY - If it falls within the Foundation Policy**