

Acceptable and Non Acceptable Use Table

	Procurement-Card	Travel-Card Within Per Diem Rates	Non-Employee Travel Card* Within Per Diem Rates
Acceptable Purchases	<ul style="list-style-type: none"> • Books • Supplies and materials • Equipment • Printing • Registration fees for conferences and seminars • Subscriptions • Membership fees • Shipping charges/freight • Duplicating/photocopying • Food expenses for staff meetings and retreats 	<ul style="list-style-type: none"> • Hotel/motels/lodging • Airfare • Train tickets • Restaurants meals (card holder) • Rental vehicle (2) • Registration fees for conferences and seminars • Taxis/Parking • Subway • Fuel (rental vehicles not personal vehicle) • Miscellaneous expenses while in travel status <ul style="list-style-type: none"> ▪ Telephone charges related to official State business ▪ Unanticipated work supplies 	<ul style="list-style-type: none"> • Team travel (bus, air, train); same as T-card • Restaurant meals for groups traveling • Hotels/motels/lodging <p>* Must have sign-in sheets of all participating.</p>
Restricted Purchases	<ul style="list-style-type: none"> • Airfare • Personal expenses • Restaurant meals (card holder) • Lodging • Travel and entertainment expenses • Non-employee compensation (consulting services/guest speakers) • Leases or rentals • Hazardous materials • Gifts and gift cards • Controlled substances(1) • Cash advances/ATM transactions • Fuel • Medical services • Alcoholic beverages • Car rental • Travel Insurance 	<ul style="list-style-type: none"> • Fuel for personal vehicles (only for rental or State vehicles) • Food expenses for staff meetings and retreats (3) • Personal expenses • Alcoholic beverages • Incidentals on hotel bill (gym/spa charges and movie rentals) • Cash advances/ATM transactions • Air BnB • Travel Insurance 	<ul style="list-style-type: none"> • Fuel for personal vehicles (only for rental or State vehicles) • Food expenses for meetings (packaged food) • Personal expenses or Personal use of any kind • Alcoholic beverages • Incidentals on hotel bill (gym/spa charges and movie rentals) • Cash advances/ATM transactions • Air BnB • Travel Insurance
Notes	(1) Student Health may purchase prescription drugs – this is the ONLY exception to this restriction.	(2) Current NYS vendor is Enterprise. Ask for NYS Rate. (3) Lunches are not reimbursed per NYS policy.	