



**Controller's Office – Travel Team**  
**Required Travel Card Expense Report Descriptions**

**Allowed Travel Card Purchases by Card Type**

Individual – Only Travel Expenses for the Card Holder

- Airfare: Economy Only
- Lodging: Room, Taxes, and Fees Only
- Registration (Virtual/Webinar/Local Registration are not allowed on the travel card.)

Department – Travel Expenses for Employee, Student, Non-Employee

- Airfare: Economy Only
- Registration: Employee and Student Only (Virtual/Webinar/Local Registration are not allowed on the travel card)

**Department Travel Card Expense Report Descriptions for Use in My Wallet/Travel Card Expense Report**

Employee

- USCID: Name: TA (if applicable): Date: Location: Type of Travel  
(U12345678: James Taylor: 9/12/2023 – 9/15/2023: Orlando, FL: Conference)

Student

- TA, Student: USCID: Name: Dates: Location: Type of Travel  
(01234: Student: U12345678: John Smith: 9/12/2023 - 9/15/2023: Orlando, FL: Conference)
- **Change Account in the Chart Field Accounting Details to Student Travel Account**

Non-Employee

- TA: Non-Employee: Name, Dates: Location: Type of Travel  
(01234: Non-Employee: Joanne Anderson: 9/12/2023 – 9/15/2023: Orlando, FL: Conference)
- **Change Account in the Chart Field Accounting Details to the Correct Non-Employee Travel Account**

**Travel Card Expense Report Attachments**

- Travel Card Statement
- Original Paid Airfare Receipt with name of traveler, dates, flight information, class of service, amount, proof of payment, and ticket number
- Paid Itemized Lodging Receipt
- Paid Registration Receipt