

THE MTSU P-CARD PULSE

A quarterly newsletter brought to you by P-Card Compliance



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[P-Card Cardholder Agreement](#)

[P-Card Approver Agreement](#)



Travel! Travel! Travel!

Do you have the correct approval for your individual travel p-card purchase?

Prior approval is ALWAYS required.
See below table for guidance.

Type of Purchase	Approval Needed Prior to Purchase	What to Include in ESP when Completing Transaction
Registration Fee— Instate conference	Email approval from the traveler's reporting authority.	Attach itemized receipt and email approval. In Notes field: Identify what type of approval document, name of traveler, and conference name. Ex. Email approval attached, <i>John Doe, Conference Title</i>
Registration Fee— Out of State Conference	Email approval from the traveler's reporting authority, or Approved Chrome River Preapproval report which identifies date and name of each approver, or Approved Travel Authorization	Attach itemized receipt and approval document. In Notes field: Identify what type of approval document, name of traveler, and conference name. Ex. Email approval attached or <i>CR #, John Doe, Conference Title</i>
Airfare	Email approval from the traveler's reporting authority, or Approved Chrome River Preapproval report which identifies date and name of each approver, or Approved Travel Authorization	Attach itemized receipt and approval document. In Notes field: Identify what type of approval document, name of traveler, and conference name. Ex. Email approval attached or <i>CR #, John Doe, Conference Title</i>

**All of the above refer to employees in individual travel status.*

**When employees are traveling to the same location, each employee will have their own travel approval and submit their own travel claim.*

**All other expenses not listed above are reimbursable to the employee.*

Important Dates for your Calendar!

*****Transactions must be approved no later than the below dates*****

- **April** P-Card transactions must be approved by end of day **Wednesday, May 7**
- **May** P-Card transactions must be approved by end of day **Friday June 6**
- **June** P-Card transactions must be approved by end of day **Monday July 7**