

# MSU CARD USAGE CHART

This chart is intended to assist in determining the appropriate MSU card to use when making a purchase.

## How Cards are Processed

Travel Card transactions process via the cardholder's Concur profile. The Travel Card must only be used while the cardholder or a guest are in travel status. It cannot be used to pay for other MSU employee's travel.

Event Card and PCard transactions process via KFS documents.

Expense Type	Travel Card	Event Card	PCard
<b>*Lodging</b>			
Hotel for MSU Employee	X		
Hotel for MSU Guests	X	X	
Hotel Rooms for Groups/Meetings	X	X	
<b>*Meals</b>			
Business Meeting Food/Catering/Hosted Meal	X	X	X
Personal Per Diem Meal (while in Travel Status)	Must be paid personally and reimbursed in Concur with per diem		
<b>*Transportation</b>			
Airfare and Rail/Train	Can only be paid with an MSU Agency Card or Personal Credit Card		
Airline Baggage Fees	X		
Taxi/Shared Ride (ex. Uber)	X	X	
Parking/Road and Bridge Tolls	X		
Ground Transportation (Bus/Van/Train)	X	X	
Michigan Flyer	X	X	
Car Rental/fuel for Rental	X		
<b>*Miscellaneous</b>			
Office Supplies	X (Under \$2500, as needed during active travel only)	X (Under \$2500)	X
Subscriptions			X
Memberships			X
<a href="#">Software</a>			X
Gift Cards			Research Participants Only
Conference Registration and Fees	X	X	X
Laboratory Supplies outside of Spartan Marketplace			X
Amazon Business Store in Spartan Marketplace			X
Employee Recognition under \$100 /year			X
Equipment Repair Services			X
Livestock Feed or Fertilizer			X
Tent and Chair Rentals	X	X	X
Meeting Room and Audio Visual Equipment Rental	X	X	