

Student Event	TRAVEL CARD Concur Request & Expense Report	PCARD/NO TAX	PO/INDEX
Overnight Student/Staff Hotel/Lodging	YES (TAX OK)	NO	NO
Overnight Event Meals/Snacks for Students, counselors, or staff	YES (Must receive approval to use card for food) No Tax	NO	NO
Overnight Registration Fee for Students	YES	NO	NO
Same Day Event Registration Fee for Student or Counselor	NO	YES	NO
Same Day Event Meals/Snack for Students	NO	YES	NO
Event Transportation Vehicle	NO	NO	YES

Post-event Checklist

Attach required documents in Concur in the listed order:

For non-student activities purchases:

- Itemized receipts (check for tax)
- Approvals

For student activities:

- Itemized receipts (check for tax) receipt(s) associated with expenditure
- Approvals
- Event Checklist (check compass entries box)
- Sign-in sheets