

Business Meals
Expense Type : business meals for external individuals, faculty/staff, student staff - must follow guidelines for pcard business meal
Required Documentation : <ul style="list-style-type: none"> + Itemized receipt showing merchant information and date + Agenda/event information showing business purpose for the meal + List of Individual names
Other Considerations: <ul style="list-style-type: none"> + Tip should not exceed 20% or the difference is a personal expense + No alcohol unless on a Foundation pcard

Student Meals
Expense Type : student group meals for BGSU students
Required Documentation : <ul style="list-style-type: none"> + Itemized receipt showing merchant information and date + Agenda/event information showing business purpose for the meal + List of Individual names
Other Considerations: <ul style="list-style-type: none"> + Tip should not exceed 20% or the difference is a personal expense + No alcohol may be purchased

Supplies
Required Documentation: <ul style="list-style-type: none"> + Itemized Receipt from merchant showing quantity of item(s), valuation of item(s), and date
Other Factors to Consider: <ul style="list-style-type: none"> + No tax + Business Purpose - in comments + Online Purchases - must be shipped to University address

Gift Cards
Required Documentation: <ul style="list-style-type: none"> + Itemized Receipt from merchant showing quantity of card(s), valuation of card(s), and date + List of Recipient Names + Proof of Receipt by Recipient - signature/W9 + Marketing Material - showing gift card offering

Sponsorship
Required Documentation: <ul style="list-style-type: none"> + Itemized receipt showing merchant information, date + Benefits BGSU receives from sponsorship

Individual Memberships
Required Documentation: <ul style="list-style-type: none"> + Itemized Receipt showing merchant info, date + List of Member(s) + Benefits to BGSU per Policy #3341-6-51 + Need prior approval by Dean or Chair

Travel Related Charges	
Expense Type: Airfare , car rental , tolls , fuel , hotel	Other Factors to Consider: <ul style="list-style-type: none"> + <u>Airfare</u>: should be economy seats, no upgrades or travel insurance + If driving to a destination more than 8 hours away, the travel must be a flight + <u>Car rental</u>: must be economy/compact vehicle, BGSU contracted vendor to be used + <u>Hotel</u>: No upgraded rooms, hotel service or travel meals
Required Documentation: <ul style="list-style-type: none"> + Itemized Receipt showing merchant information, date + Agenda with dates/location showing business purpose + List of travelers 	

* any exceptions should be documented on the report in the Comments section for efficient processing by reviewers