

# 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<br>(Under \$2500, as needed during active travel only)         | X<br>(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                   |                            |