CREATING A PCARD PURCHASE REQUEST FOR TRAVEL PURPOSES

- You can reserve a hotel using your PCard without making a Purchase Request because the card is always active and valid in this system.

- It is important to know that a purchase request only lasts for 30 days, so you should create a purchase request within that 30 day travel period, or you will be in danger of the request closing and the funds being removed from your card.

- If you want to reserve airfare weeks or months before the actual time of your travel, you can create a purchase request exclusively for airfare at the time you need to make the purchase.

- If you can create a purchase request within the 30 day travel period, you can then include your hotel, meals and rental cars or transportation fees in one request.

- Because hotels and sometimes other services, place holds on your card until full payment at the end of the stay period, ask for at least 1.5 times the amount that you think you actually need to cover all costs. If you think you need $1000 to travel, ask for $1500.

- See the following example of how to complete a travel purchase request
How to Create A PCard Purchase Request for Travel Purposes:

Fill in the areas marked with a GOLD Check Mark and BOX as INDICATED.