

Express Card	Travel Card
Conference registration if no other travel expenses will be incurred (i.e., local conference or webinar) –OR– When the attendee is not a UCSD employee and the registration fee can only be paid online	Travel expenses for cardholder only (with the exception of trips set up as group travel) Travel expenses include: airfare (automatically strip-billed – no prepayment required), hotel, registration, taxis/shuttles, parking, meals, etc.
Refreshments for <u>student programmatic activities</u> or <u>student outreach</u> ONLY i.e., items purchased from a grocery store – <i>does not include caterers</i>	Catering orders, including on-campus, non-UCSD owned food vendors (such as those in Price Center)
<ul style="list-style-type: none"> ▪ Books & periodicals/subscriptions ▪ Communication services (includes recurring) ▪ Equipment/accessories (minor) ▪ Office & other administrative/project supplies ▪ Outside training (webinars, etc.) ▪ Printing & promotional items ▪ Professional membership dues 	Entertainment expenses (meetings, hosted events) Alcoholic beverages with a hosted meal are reimbursable, if allowed by the fund source
Restricted Purchases DO NOT USE EXPRESS CARD FOR:	Restricted Purchases DO NOT USE TRAVEL CARD FOR:
Alcoholic beverages — use Marketplace and/or MyEvents depending on the circumstances. The Use of Alcoholic and/ or Malt Beverages Form is required if alcohol is served on campus property	Food/meals for UCSD travelers other than the cardholder, unless purchasing for group members on a group trip (must be set up as group travel) or unless it qualifies as meeting/entertainment
Catering/food for staff meetings or hosted entertainment — pay via recharge for on-campus UCSD-owned vendors, or use Travel Card and/or Marketplace/MyEvents instead	Catering > \$1,000 — place order in Marketplace (Catering iRequest); process payment in MyEvents
Gifts/Flowers/Contributions — request personal reimbursements or gift cards via MyPayments Goods/Services > \$4,999 — use Marketplace	UCSD-owned food vendors — use recharge for payment of UCSD-owned entities including UCSD Catering, the Faculty Club, Peet’s, Perks, Sunshine Market, Hospitality Express & Markets To Go. Complete & submit the Recharge Tracker form.
Goods/Services that require a written agreement/contract — use Marketplace	Tickets to community events & fundraisers — use MyEvents to process & include a transmittal letter
Independent Contractor/Consultant Services — place order in Marketplace	
Postage stamps — recharge via UCSD Mail Services	
Vehicle rental/lease — place order in Marketplace (Fleet Services iRequest)	

Catering is defined as food and beverage (including alcohol) being delivered or prepared on or off campus for staff, students, and guests. This includes services such as bartenders and food servers.