

Category	Type		P.O. Requisition	P-Card	Reimbursement Payment Request	Foundation Payment Request	Notes
Airfare	Business Travel for employees or student groups		X	*			All Travel must be pre-approved by Supervisor; See Travel Policy
Airfare	UNA Guest Travel		*	X			It is preferred that guests be reimbursed for travel; but on occasions when its pre-approved the p-card is acceptable. Refer to Travel Policy
Alcoholic Beverages						F	<i>personal Funds OR Foundation only</i>
Bus Charters		X					Contracts MUST be reviewed by UNA Legal & Procurement Offices
Conference & Seminar Meeting Rooms & A/V essentials	Booked off site	X					Contracts MUST be M 8-01463 BDC (BDT) ye AMT