



## **\*\*The Travel P-card is Now Available!\*\***

**What is a Travel P-card?** The Travel P-card works just like a regular P-card, but is used exclusively for purchases while an employee is traveling.

- ✓ Airline Fees (baggage, etc.)
- ✓ Vehicle Rentals
- ✓ Hotels
- ✓ Other Ground Transportation (shuttle, passenger rail, taxi)
- ✓ Parking

**Who qualifies for a Travel P-card?** City Employees that will incur travel-related expenses while attending an education/training event. City Employees with standard P-cards may already use them for travel-related expenses; therefore, a Travel P-card is not needed.

**How does the Travel P-card work?** The card is issued in the name of the City employee and includes the designation "Roswell GA Travel". The card will maintain a credit limit of \$0.00 most of the time. Once the date of the education/training event is approaching, the cardholder will notify the P-card Coordination Team at [pcards@roswellgov.com](mailto:pcards@roswellgov.com) that the Travel P-card is needed and the date range the card will be utilized. The P-card Coordination Team will increase the credit limit of the card for the date range specified to cover all travel-related expenses. **The Travel P-card may NOT be used for meals (covered through per diem) or for advance reservations/expenses (registration, airfare, hotels, etc.). The Travel P-card is used to cover expenses while traveling.**

**What are the benefits of a Travel P-card?** The Travel P-card allows City Employees to pay for travel expenses without having to worry about using a personal credit card and seeking reimbursement later. It also saves the City time and effort by reducing the need for paper checks.

**How do I apply for a Travel P-card?** City Employees may request a Travel P-card Application from their Department Liaison or the P-card Coordination Team. The application should be completed and submitted to the Department Head for approval. Once final approval is received, it takes approximately 8-10 business days for the card to arrive.

**What does this mean for Departments?** Travel P-cards will function the same as standard P-cards, including the same policies and procedures (monthly reconciliation, signed receipts, etc.).

**Should you have any questions, feel free to contact the P-Card Coordination Team at [pcards@roswellgov.com](mailto:pcards@roswellgov.com).**