

Mississippi Valley State University

**For P-Card
Use ONLY**

Business Hotels, Meals and Vehicle Rental Documentation Form

For internal use only, retain with the monthly P-Card Statement

Cardholder Name:		Depart.	Banner Org	Date
Date of Purchase		Travel Dates:	To	Total Cost

One Form for Each Trip in the Month

Hotels				Meals				Rentals			
1											
2											
3											
Cost		# Rooms		Cost		Team	Train.	Cost		#Days	
Trip #				Trip #				Trip #			

Please check (Team) meals for Team or Team prospects and Train for Consulting training Employees

This form is to be used if you have a valid University Business Travel Expense and the P-Card is used.. Use of this form requires that you have documented the Pre-requisite information supporting the University Travel Policies. All business travels and or other expenses must comply with the University's Policy on Travel for a complete description; consult the University's Travel Manual.

Keep this form with the Itemized the Receipt

<p>Number of People in attendance</p> <p>If more than Ten, List names of those attending on an additional sheet</p>			
<p>Business Purpose: of Stay or Travel, (be specific, including what type of group was involve</p>			
<p>Place and Purpose of Meals: If the meals involved University employees, please describe why it was necessary to conduct business over a meal</p>			
<p>Business Purpose for: Vehicle Rental, give place and purpose</p>			

Signature of Cardholder

White Purchasing
Canary Accountants
Pink Department

Signature of Department Head