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| **PAYMENT OF TRAVEL EXPENSES** |
|  | **TYPE OF TRAVELER** | **Individual Traveler W/O Travel Card** | **Individual Traveler With Travel Card** | **Group Travelers W/O Group Travel Card** | **Group Travelers With Group Travel Card** |
| **EXPENSES** | Vehicle Rental In-State | Complete Enterprise Booking Form | Complete Enterprise Booking Form | Complete Enterprise Booking Form | Complete Enterprise Booking Form |
| Vehicle Rental Out-of-State | Personal Funds Request Reimbursement | Paid with Travel Card | Request Advance | Paid with Travel Card |
| Gas In-State Rental | Gas Card (pick up from Property & Receiving) | Gas Card (pick up from Property & Receiving) | Gas Card (pick up from Property & Receiving) | Gas Card (pick up from Property & Receiving) |
| Gas Out-of-State Rental | Personal Funds-Request Reimbursement | Paid with Travel Card | Request Advance | Paid with Travel Card |
| Lodging  | Paid with University Corp Card | Paid with Travel Card | Paid with University Corp Card | Paid with Travel Card |
| Meals | Personal Funds Request Meal Per Diem Reimbursement | Personal Funds Request Meal Per Diem Reimbursement | Request Advance | Paid with Travel Card |
| Airfare | Paid with University Corp Card | Paid with University Corp Card | Paid with University Corp Card | Paid with University Corp Card |
| Laundry  | N/A | N/A | N/A | Paid with Travel Card |
| Other Allowable (parking, tips, baggage) | Personal Funds Request Reimbursement | Parking & Internet @Hotel paid w/Travel Card. Other Expenses Request Reimbursement | Request Advance | Paid with Travel Card |
| Registration  | Paid with University Corp Card | Paid with Travel Card | Paid with University Corp Card | Paid with Travel Card |