



## P-Card Food Use While Traveling - Exception Form

### **Purpose:**

This form is used to request an exemption to use a P-Card for the purchase of food while traveling.

Very limited exceptions should be provided for utilizing the P-Card for food purchases while in travel status. Exceptions such as donor/alumni/recruit meals for employees and guests may be allowed.

An employee traveling and not providing a guest meal should NOT use the P-Card for food purchases.

All per diem limits apply while in travel status and the per diem is INCLUSIVE of tips for foodservice. The Traveler is responsible for researching and abiding by meal per diems before incurring costs on a P-Card for food during travel.

If approved, this completed approval form must be retained with the P-Card transaction in Bank of America Works, and a detailed note regarding the purchase must be entered on the P-Card transaction.

*For example: Athletic Recruitment dinner with John Doe and both parents on 10/1/2024*

### **Policy and Procedures:**

Travel, P-Card, Meal and Refreshment, and Entertainment/Public Relations policies and procedures must be followed.

Travel Policy and Procedures: <https://www.lcsc.edu/controllers-office/employee-travel>

P-Card Policy and Procedures: <https://www.lcsc.edu/purchasing/employees/policy-and-procedures>

Policy 4.116 Employee Meals and Refreshments: <https://www.lcsc.edu/media/5226/4116-employee-meals-and-refreshments.pdf>

Policy 4.117 Entertainment, Public Relations and Related Expenses:

<https://www.lcsc.edu/media/5227/4117-entertainment-public-relations-and-related-expenses.pdf>

### **Below are a few examples of food-related requirements and guidelines:**

- No purchase of alcohol with the P-Card at any time.
- Following of tip requirements (max 20% pre-tax)
  - When tipping, the tip plus the meal cost should not exceed the maximum allowable per diem.
  - The maximum allowable tip is 20% of the pre-tax bill. Please confirm with the food service provider before eating, particularly with a large group, as to whether a tip is automatically added to the bill and ensure the maximum per diem is not exceeded.
  - If a service fee or rental fee is added to the food bill, confirm the tip is not calculated on these fees as this is not an allowable expense.
- Must maintain compliance with tax allowability. LC State is tax-exempt for purchases in the State of Idaho. It is recommended to carry a tax-exempt certificate (available at Purchasing – Forms site, <https://www.lcsc.edu/purchasing/employees/forms>).
- Proper use of fund type (see policy 4.116 and 4.117 and the matrix in the appendix for what fund types are allowed for food purchases).



- If you are providing food as a gift to an LC State student, please confirm with Financial Aid and Student Accounts before to ensure there is no financial aid or tax implications.

**Approval and Routing**

By signing, the P-Card holder or authorized user of a Department P-card, agrees to follow all Travel, P-Card, Meal and Refreshment, and Entertainment/Public Relations policies and procedures. Lack of following these guidelines and policies will result in the suspension of food purchases on the P-Card while traveling.

**Travel Food Exception**

**Describe food purchase, location and date range requested:**

**Name on P-Card:** \_\_\_\_\_ **Last 4 digits:** \_\_\_\_\_

**Signature of P-Cardholder (for individual cards)  
Or Authorized User of Department P-Card (for Department Cards)**

**Date:**

**Signature of P-Cardholder's Supervisor (for individual cards)  
Or Department head (for Department Cards)**

**Date:**

**Respective VP, Dean, Academic Affairs Associate Dean or President (for Direct Reporting Units)**  
If P-Cardholder's Supervisor or Department head for Department card is one of these roles, no need to sign this section.

**Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Submit completed form to Controller's Office Travel Desk at [COTravel@lcsc.edu](mailto:COTravel@lcsc.edu).

**Travel Desk Approver Name:**

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Notes:**