

## Faculty Guide to General Purchasing and Travel Options

**General Purchasing** - Faculty may use one of four purchasing options:

1. P-Card – use for allowable purchases only. Submit receipts through an expense report in Workday within 30 days of purchase.
  - a. Allowed: hotels, conference registration, airfare, supplies, and subscriptions.
  - b. Not allowed: mileage or meals. These must be submitted as personal expense reimbursements.
2. Purchase Order (PO) - Create a purchase requisition in Workday
  - a. Use for large purchases, frequently used vendors, if you do not have a p-card, or when the purchase is higher than your p-card limit
3. GroupLink request – if faculty do not have a p-card or prefer to not create the purchase order themselves:
  - a. Please submit a GroupLink ticket for Business Office assistance
4. Business Office Support – assistance is available in person and/or via Teams for any purchasing questions or help with transactions.

**Faculty Travel** - Faculty have three options for arranging and paying for travel.

1. Travel Advance (via HR) - use when you prefer funds upfront for required expenses.
  - Eligible expenses: hotels, conference registration, airfare
  - Receipts must be submitted within 30 days after the event in Work Day
2. Travel Reimbursement (via Workday in HR)
  - Pay expenses personally and receive reimbursement
  - Submit request and receipts in Workday within 30 days of travel
3. P-card – use for allowable purchases only.
  - Allowed: hotels, conference registration, airfare.
  - Not allowed: mileage or meals.
  - Submit receipts in Workday within 30 days of travel

**Student Travel** (club advisors and coaches)

Support is available to assist with planning and processing student travel.

- EGF campus: Madison in the Bookstore
- TRF campus: Kari in the Business Office

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