Using the Declining Balance Card for Travel

Completing a funding request for travel

When submitting a funding request for expenses related to an organization trip, always choose "Travel" and complete all requested fields, (even if only for supplies or snacks).

Group and individual meals

- Some groups may wish to purchase meals when traveling. Meals are generally considered to be an allowable business expense, when allowed by your funding source, however individual snacks and drinks consumed outside of mealtimes are considered personal purchases and may not be paid with the DB Card.
- The university and individual groups generally have guidelines in place to limit the amount paid for each meal (breakfast, lunch, dinner). Before purchasing travel meals, please discuss these limits with your advisor.
- When turning in meal receipts, indicate which meal was purchased and the number of people in attendance. For groups under ten people, list names of all attending.
- Groups may use the card to pay tips at approved meals, however no more than an additional 20% of the total may be paid as a tip. On the receipt, please be sure that the amount paid is clearly labelled as a tip.

Supplies/snacks

Sports teams or other groups on long trips may wish to provide group beverages and/or snacks. These types of supplies should be purchased in bulk prior to the trip.

Hotels and Rentals

- If a card number is needed to hold or reserve hotel rooms or rental items (vehicles, trailers, etc.) please indicate this need on your funding request form.

Ground transportation and parking fees

Groups may use the card to pay for parking, taxis, Uber or Zipcar rentals when allowed by your funding source. If including a tip in the total, be sure to indicate the tip amount on your receipt.

Gasoline Purchases

Gas cannot be purchased for personal vehicles - only university-owned or rental vehicles.

Airfare

Before submitting a request to purchase airfare, please email dbcard@wfu.edu for approval.