

State of Colorado-Individual Liability Travel Card Allowable Charges Matrix

General Rule for Individual Travel Cards (NOT tax exempt)

This card type is an individual liability card intended to support your individual business-related travel expenses. This card includes a wide array of insurance and traveler benefits. **Payment is required within 59 days.**

The card may permit you to charge items which are NOT allowable or reimbursable expenses. **It is the cardholder's responsibility to ensure that unallowable items are NOT purchased with this State of Colorado individual liability travel card.** Refer to the State of Colorado fiscal rules Chapter 5-Travel (site address below).

All charges made to this card are subject to the Colorado Open Records Act and must comply with all applicable rules, regulations, policies, and procedures. **Expense allowability does not guarantee reimbursement.**

Refer to the following site for more information:

[http://www.colorado.gov/dpa/dfp/sco/FiscalRules/FR_5-1\(2009-0701\).pdf](http://www.colorado.gov/dpa/dfp/sco/FiscalRules/FR_5-1(2009-0701).pdf)

General List of Common Charges/Expenses	
Airfare, airline reservations	NO
Airline Baggage Fees	Yes
Alcohol (not reimbursable)	NO
Automotive Fluids only (oil, windshield wiper fluid)	NO
Books, Periodicals	NO
Bus, Passenger Rail, Mass Transportation	Yes
Car Rental (business travel related)	Yes
Catering, refreshments for meetings	NO
Cell phone, pager equipment and service	NO
Computers and hardware	NO
Conference, Meeting Room Rental	NO
Courier Service	NO
Entertainment (hotel in-room movies, etc may not be reimbursable)	Yes*
Entertainment (tickets, tours, etc)	Yes*
Equipment (purchase, lease, rent)	NO
Fax Machines and supplies	NO
Fines, late fees, penalties, interest, finance charges	NO
Flowers, Greeting Cards	NO
Food and Official Function costs for business related meetings	NO
Freight	NO
Furniture (desks, chairs, shelving, files, etc)	NO
Gas, Fuel	Yes*
Gifts, donations, "incentive awards", gift cards	NO
Janitorial supplies	NO
Leases and rentals for facilities, equipment, or deposits	NO
Licensed or controlled substances (prescriptions, research)	NO
Lodging, Hotels, Motels (business travel related)	Yes

Maintenance Agreements	NO
Meals, Restaurants (business meeting related)	NO
Meals, Restaurants (travel related)	Yes
Memberships	NO
Office Supplies, Paper Goods, Envelopes, etc	NO
Official Function, office party supplies or related items	NO
Parking Fees	Yes
Personal purchases or expenses (non-business related)	NO
Photocopying, Printing	NO
Postage, Overnight Mail	NO
Printer toner cartridges	NO
Promotional items	NO
Registration fees (seminar, conference, training, etc)	NO
Roadside Assistance (outside normal business hours only)	Yes*
Services (repairs, maintenance, labor, professional, consulting, etc)	NO
Software, including hardcopy and downloadable	NO
Subscriptions	NO
Taxi, Shuttle	Yes
Tips, Gratuity, Skycap Fees	Yes
Toll and Bridge Fees	Yes
Trailer Parks/Campsites	Yes
Travel Agency Fees	NO
Tuition, Training Related Costs	NO

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* all may not be reimbursable, consult with the Travel Compliance Designee, Judy Luhman, for more information