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## Study Abroad & Group Travel Season is Approaching!

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If your **Group Leader** will be using their **Purchasing Card** for travel expenses incurred during the actual travel time please note this on your Travel Authorization form so the card can be activated for purchases during the trip.

When you select MTSU PCard as Payment Method in the “Other Expenses” block, these reminder messages will display:

Please ensure that your total expenses do not exceed your monthly P-Card limit. If you believe that your limit will be exceeded, please contact [pcard@mtsu.edu](mailto:pcard@mtsu.edu).

If you have selected Group Travel, please contact Demetra Majors in Procurement Services to open your P-Card for group travel transactions.

1. It is very important to complete the “**Name on PCard**” block of information on the Travel Authorization form. Please include Demetra Majors as an employee who will receive the completed Travel Authorization, as shown in this example:

Name on PCard:

How many other employees should receive the completed Travel Authorization?

(Once the form has been signed by all approvers, the system sends an e-mail to the form originator who can access the TA and send to others as necessary. This section only serves as a reference for the form originator to know who to send the TA once the form has been authorized by all approvers. If the originator is not the Traveler (Payee), the originator should send the form to the Traveler (Payee). Because the system sends a notification message to the originator, Accounting Services no longer emails the completed TA.)

Employee 1 First Name  Employee 1 Last Name  Employee 1 Email

2. If more than one PCard will be utilized, please provide that information in the “Other Expenses” block on the Travel Authorization form.

|                 |  |   |  |  |
|-----------------|--|---|--|--|
| Other Expenses: | <input type="text" value="PCard Owner #1 Name"/><br><input type="text" value="PCard Owner #2 Name"/><br>List of other expenses ..... | Payment Method: <input type="text" value="MTSU PCard"/> |  |  |
|-----------------|--|---|--|--|

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If you have selected Group Travel, please contact Demetra Majors in Procurement Services to open your P-Card for group travel transactions.

If you have any questions, please contact [Demetra.Majors@mtsu.edu](mailto:Demetra.Majors@mtsu.edu).

(Reference [Policy 658.X.B.11](#))