

CCARDColorado
Commercial Card Manual

Commercial Card Matrix
Account Types and Allowable Charges

Individually Billed Travel Card (NOT Tax Exempt)	Individual joint/several liability, individually-billed card intended to support frequent individual business related travel expenses. Payment required within 59 days. Allowable types of charges may not be reimbursable expenses – refer to the State of Colorado Fiscal Rule, Chapter 5 Travel.
Centrally Billed Travel Card (Tax Exempt)	Corporate liability, centrally-billed, tax exempt card primarily intended to support travel related purchases for meetings, occasional travelers and guests of the State. Cards may be assigned to frequent travelers as approved by Program Administrator. Payment required within 30 days.
OneCard (Tax Exempt)	Corporate liability, centrally-billed, tax exempt integrated card used for small purchases (under \$5000.00) of general merchandise and services and to support travel related purchases for meetings, occasional travelers, guests of the State and individual business travel as governed by state statutes, procurement and fiscal rules. All purchases must comply with agency policies and procedures. Payment required within 30 days.
Procurement Card (Tax Exempt)	Corporate liability, centrally-billed, tax exempt and used for small purchases (under \$5000.00) of general merchandise and services as governed by state statutes, procurement and fiscal rules. All purchases must comply with agency policies and procedures. Payment required within 30 days. PCard is the appropriate method of payment for business related operating expenses.

ALL charges must be for business purposes ONLY, are subject to the Colorado Open Records Act, and must comply with all applicable rules, policies and procedures. Expense allowability does not guarantee reimbursement. Refer to the following links for more info:

[Fiscal Rule, Chapter 5: TRAVEL](#)

[Procurement Code of Ethics](#)

[State Procurement Rules](#)

[Fiscal Rule, Chapter 2: DISBURSEMENT](#)

GENERAL LIST OF COMMON CHARGES/EXPENSES	Individually Billed Travel Card	Centrally Billed Travel Card	OneCard	Procurement Card
Airfare, airline reservations	YES	YES	YES	No
Airline Baggage Fees	YES	YES	YES	No
Automotive Fluids only (oil, windshield wiper fluid)	No	No	YES**	YES**
Books, Periodicals	No	No	YES	YES
Bus, Passenger Rail, Mass Transportation	YES	YES	YES	No**
Car Rental (travel related)	YES	YES	YES	No
Cash Advance or cash-type transactions	YES *	No	No	No
Catering, refreshments for meetings	No	YES	YES	YES
Cell phone, pager equipment and services	No	No	YES	YES
Computers and hardware	No	No	YES	YES
Conference, Meeting Room Rental	No	YES	YES	YES
Courier Services	No	No	YES	YES
Entertainment (hotel in-room movies, etc., may not be reimbursable)	YES**	No	No	No
Entertainment (tickets, tours, etc.)	YES	YES	YES	YES
Equipment (purchase, lease, rent)	No	No	YES	YES
Fax Machines and supplies	No	No	YES	YES
Fines, late fees, penalties, interest, finance charges	No	No	YES	YES
Flowers, Greeting Cards	No	No	YES**	YES**
Food and Official Functions (business related meetings)	No	YES	YES	YES

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Freight	No	No	YES	YES
Furniture (desks, tables, chairs, shelving, files, etc.)	No	No	YES**	YES**
Gas, Fuel	YES**	YES**	YES**	YES**
Gifts, donations, "awards incentives", gift cards	No	No	YES**	YES**
Janitorial Supplies	No	No	YES	YES
Leases and rentals for facilities, equipment, or deposits	No	No	YES	YES
Licensed or controlled substances (prescription, etc.)	No	No	YES**	YES**
Lodging, Hotels, Motels (event organization, business meeting related)	No	YES	YES	YES**
Lodging, Hotels, Motels (travel related)	YES	YES	YES	No
Maintenance Agreements	No	No	YES	YES
Meals, Restaurants (event organization, business meeting related)	No	YES	YES	YES**
Meals, Restaurants (travel related)	YES	YES	YES	No
Memberships	No	No	YES	YES
Office Supplies, Paper Goods, Envelopes, etc	No	No	YES	YES
Official Function (office party supplies or related items)	No	No	YES	YES
Parking Fees	YES	YES	YES**	YES**
Personal purchases or expenses (non-business related)	No	No	No	No
Photocopying, Printing	No	No	YES**	YES**
Postage, Overnight Mail	No	No	YES	YES
Printer toner cartridges	No	No	YES	YES
Promotional Items	No	No	YES	YES
Registration Fees (seminar, conference, training, etc.)	No	No	YES	YES
Roadside Assistance (Outside normal business hours only)	YES**	YES**	YES**	No
Services (repairs, maintenance, labor, consulting, etc.)	No	No	YES	YES
Software, including hardcopy and downloadable	No	No	YES	YES
Subscriptions	No	No	YES	YES
Taxi, Shuttle	YES	YES	YES**	No
Tips, Gratuity, Skycap Fees	YES	YES	YES	No
Toll and Bridge Fees	YES	YES	YES	YES
Trailer Parks/Campsites	YES	YES	YES	No
Travel Agency Fees	YES	YES	YES	No
Tuition, Training Related Costs	No	No	YES	YES

** Allowable types of expenses may be subject to individual agency policies, special provisions, waivers and/or mandatory purchasing rules

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