

Travel & Expense Card

The University Travel and Expense (T&E) Card is a card method of payment available to University employees through their departments, with appropriate approval from their department head or business manager. The T&E Card is the preferred method of payment for employees to use when traveling on official University business and for [business-related entertainment expenses](#). The T&E Card is a Visa Card accepted anywhere a Visa can be used for allowable expenses. The T&E Card is different from other travel cards previously offered by the University: it is corporate paid and corporate liable, therefore no personal purchases may be made on the card. For T&E Card related questions, email travelcard@unc.edu.

To Apply – Submit both a T&E card application and ConnectCarolina Finance Access form via InfoPorte

- [ConnectCarolina Finance Access Form](#)
- [1505.1.1f – T&E Card Application Form](#)

Handbook and Training - Complete required CBT training

- [T&E Card Handbook](#)
- [T&E Card Training](#)

Purchasing Card

The University Purchasing Card (P-Card) is a card method of payment available to University employees through their departments, with appropriate approval from their department heads. It provides fast payment for goods or services allowable under [Policy 1252 – Small Order Purchase via P-Card](#), and can be used for purchases up to \$5,000.00. For Pcard related questions, email pcard@unc.edu.

To Apply - Submit both a pcard application and ConnectCarolina Finance Access form via InfoPorte

- [ConnectCarolina Finance Access Form](#)
- [Form 1252.1.1f – P-Card Application](#)

Required Computer-Based Trainings via CarolinaTalent (Permanent Employees Only)

- [Initial P-Card Accountholder Training](#)

Submit requests for either card as an access request via InfoPorte:

Finance Tab ➡ Financial Request ➡ Miscellaneous Accounting ➡ College Access Request