



University Controller's Office
Card Program Matrix

Card Need	Description	Examples	Recommended Card Program	Resources
Prizes/Awards	To pay a one time, nominal amount for a prize/award program		Program Expense Card	Program Exp Card request form Program Exp Card Update Form
Educational Programs	To pay for approved meals/expenses for educational programs (meals only allowed for program participants)	Summer programs, outreach programs, etc.	Program Expense Card	
Student Activities & Events	Disposable/consumable items used for activity/event	Homecoming, Housing & Welcome Events, Student Government, etc.	Program Expense Card	
Study Abroad	To pay for approved meals/expenses for study abroad trips		Program Expense Card	
Electronic Participant Payments	To provide research participants with an electronic gift card incentive	Amazon, Walmart, Target, etc.	Program Expense Card	
Cash Equivalent Participant Payments	Payments to participants through mobile payment services	Venmo, PayPal, etc.	Program Expense Card	
Non-monetary participant payments	Nominal non-monetary payments to participants	Small toys, sercies, greeting cards & other tangible incentives	Program Expense Card	
Crowdsourcing Research	Services through a crowdsourcing website to obtain participants	M Turk, Prolific, Lucid, Cloud Research	Program Expense Card	
Physical Card Participant Payments	To provide research participants with a physical gift card incentive from a specific merchant of your choice	Amazon, Target, Walmart, Starbucks, etc.	Program Expense Card	
Athletic Team Travel Expenses	Purchases for athletic team travel related expenses	Registrations, hotel, transportation, meals, etc.	Team Card	
Athletic Team Meals	Meals for an entire athletic team while at home		Team Card	
Athletic Team Bonding Activities	Activities for an entire athletic team while at home or traveling	Movies, Bowling, Theme Parks, etc.	Team Card	
Athletic Team Nourishment	Snacks, drinks & supplements for games, practices and team events		Team Card	
Athletic Medical Travel	Travel expenses for student athletes and trainers/other athletic personnel		Team Card	
University Business Travel	Travel expenses for university business to reduce the monetary burden to the traveler	Airfare, hotel & registration	Individual Travel Card	
		Airfare (for employees, students, and non-employees) and registration (for employees and students)	Department Travel Card	
Supplies/Services/ Fees or Dues	To pay for supplies, contractual services, memberships, fees and dues up to \$4,999.99 (no consumables allowed)		Purchasing Card	P-Card Policies & Procedures