

Event Cards

Event Cards are only issued to College Business Officers and are not to leave their office. The event card can only be used for event group travel. Individual employee travel cannot be charged to the event card. The Event Card can be useful to campus departments if they host annual conferences, send participants (non-employees) to annual conferences or otherwise sponsor group, team, and student travel to the same event (in state or out of state) on a regular basis. The Event Card cannot be used for Authorized Business Function expenses or to purchase individual travel expenses such as airfare. Employees must use the "Ghost Card" or their individual State Travel Card.