

## Credit Card Matrix

**All Credit Cards and CTS accounts are for Official State Business ONLY.**

### P-Card

The P-Card helps state agencies better manage low-dollar purchases and brings many benefits to the State of Arkansas, and its vendors. P-Cards are issued to certain employees with approval. Liability for payment, total responsibility and accountability for the P-Card transactions resides at the agency level.

### Travel Card

The Travel Card Program provides travelers a safe, effective, convenient, and commercially available method to pay for expenses incidental to official travel, including local travel. The travel card is intended for **official** state travel-related use only and should never be used for personal purchases or to pay for **someone else's travel expenses**.

### CTS (Ghost) Account

The Central Travel System account or ghost account provides a convenient method to pay for travel related expenses for the occasional traveler. A credit card is not available with this type of account.

### Fuel Card

The state fuel card can only be used for official state business. The card can also be used for minor or routine vehicle maintenance including oil changes, windshield repair and tire purchases.

	<b>*General list of charges (this list is not all inclusive, only a general overview)</b>	<b>*Purchasing Card</b>	<b>*Travel Card</b>	<b>*CTS Account</b>	<b>*Fuel Card</b>
1	Airfare, airline reservations (excludes first class airline tickets)	No	Yes	Yes	No
2	Airline Baggage Fees (1st bag only)	No	Yes	Yes	No
3	Automotive Fluids (oil, windshield wiper fluid)	Yes	No	No	Yes
4	Books (retail)	Yes	No	No	No
5	Bus, Passenger Rail, Mass Transportation	No	Yes	Yes	No
6	Car Rental (travel related)	No	Yes	Yes	No
7	Catering of Events	Yes	No	No	No
8	Cell phone Charges & Equipment	Yes	No	No	No
9	Computers	No	No	No	No
10	Conference, Meeting Room Rental	No	No	Yes	No
11	Courier Services	Yes	No	No	No
12	Flowers, Greeting Cards	No	No	No	No
13	Gas, Fuel Purchases	No	No	No	Yes
14	Gifts, donations, "awards incentives", gift cards	No	No	No	No
15	Janitorial Supplies	Yes	No	No	No
16	Lodging, Hotels, Motels (business/travel related)	No	Yes	Yes	No
17	Meals for Executive Board Meeting (business meeting related)	Yes	No	No	No
18	Meals, Restaurants (travel related)	No	<b>1</b>	No	No
19	Membership (fees, dues)	Yes	No	No	No
20	Office Supplies	Yes	No	No	No
21	Monthly Parking Fees	Yes	No	No	No
22	Parking Fees (travel related)	No	Yes	Yes	No
23	Personal purchases or expenses	No	No	No	No
24	Printing	No	No	No	No
25	Postage	Yes	No	No	No
26	Registration Fees (seminar, conference, training, etc.)	Yes	Yes	Yes	No
27	Roadside Assistance	No	No	No	Yes
28	Unplanned Services (repairs, maintenance, plumbing, etc.) - non vehicle related	Yes	No	No	No
29	Subscriptions	Yes	No	No	No
30	Taxi, Shuttle	No	Yes	Yes	No
31	Toll and Bridge Fees	No	Yes	Yes	No
32	Travel Agency Fees	No	Yes	Yes	No

**1 With approval from Office of Accounting**

\*Refer to your agency's Credit Card Liaison for internal policies and procedures.

Allowable types of expenses are subject to your agency's policy and procedure and/or state mandatory purchasing rules.

**AT NO TIME ARE YOU ALLOWED TO MAKE PERSONAL CHARGES AND REIMBURSE THE STATE.**