

**CCARD**Colorado  
Commercial Card Manual

**Commercial Card Matrix**  
Account Types and Allowable Charges

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

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

**\*\* Allowable types of expenses are subject to DMVA policies, special provisions, waivers and/or mandatory purchasing rules. Please contact the Purchasing and Contracts Office at (720) 250-1540 for further clarification.**