



ALLARD SCHOOL OF LAW

THE UNIVERSITY OF BRITISH COLUMBIA

Use of the Department UBC VISA_PCARD

The Peter A. Allard School of Law's departmental Visa Card and PCARD may be used for the following:

1. Payment of airline travel for:
 - Non-UBC employed travellers (i.e., graduate students, visiting lecturers, or departmental recruiting)
 - Group travel expenses (such as moots)
2. Payment for hotel expenses (when accepted by the hotel) for **guests** of the University.
3. Purchases of low dollar commodity goods and services (valued at less than \$3,500 per transaction)

Please contact the **Administrator (2-6882)** or **Finance Manager (7-3598)** if you require the Departmental VISA card for any of the above.

Should you require an advance for your travel expenses, please contact Monzur Siddique to assist with completing a **Travel Advance request**.

Guideline source: <https://finance.ubc.ca/procure-pay/private/pay/private/credit-cards>