




North Carolina
Department of Administration
Division of Purchase & Contract

Machelle Sanders
Secretary

Odessa McGlown
State Purchasing Officer

MEMORANDUM

TO: All Purchasing Officers at State Agencies, Institutions, Community Colleges and Universities

FROM: Avery Johnson 
State Procurement Card Administrator

DATE: June 10, 2020

SUBJECT: Use of Procurement Cards and Travel Card for Per Diem

The purpose of this communication is to provide clarification to all participants in the State of North Carolina Purchasing Card Program. Effective immediately, all participants now have the autonomy and flexibility to put any travel related expenses (including Per Diem) on a Purchasing Card or Travel card. Please note that this enhancement is optional. If you are satisfied with your current internal policy, you may resume business as usual. If you would like to add this enhancement to your current reconciliation process and update your internal policy, you may proceed with the change as well.

Benefits of expensing Per Diem on Purchasing & Travel Cards

- The expense of food (Per Diem) can be aligned with your current GL structure and approval workflow in Works.
- From a compliance standpoint, these purchases can now be reviewed collectively, and are helpful for future internal/external audits.
- The Per Diem expenditures can now have MCC controls to ensure funds are properly utilized.
- The enhancement improves the reimbursement process for participants.
- The additional spend counts towards your overall card volume, and subsequently qualifies you for a **higher rebate** incentive!

Please feel free to reach out to me directly at 984-236-0234 if you have any questions. Thank you.