

Personal Use of P-Card or Reporting P-Card Charge as a Personal Expense

An employee who mistakenly uses their P-Card for a personal expense must reimburse the university. Likewise, an employee who reports a P-Card charge as a reimbursable personal expense must also reimburse the university.

The employee must import the P-Card charge into a report, use the Expense Type which best describes the purchase, fill in all required fields, and include a note in the Comments box that they intend to reimburse the university for that amount. This report should be submitted as soon as possible.

The reimbursement must be paid to The George Washington University by check and should include the Report Name & Date or the Report Key in the check memo. Checks should be mailed to:

The George Washington University Expense Lockbox
P.O. Box 826600
Philadelphia PA 19182-6600