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

Use of the P-Card for personal purchases is prohibited per Procurement Card policy. An employee who mistakenly uses their P-Card for a personal expense must 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 check mark the Personal Expense (do not reimburse) box. A receipt must be attached. This report must be submitted within 10 business days. The reimbursement can be paid to The George Washington University by check or money order 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

Reimbursements to GW for a personal expense on a P-Card can also be made by credit card via this link: https://tinyurl.com/ya8eotth. Enter the $ amount owed and click Make Payment to go to the first screen for entering the repayment details. Since you must report the expense and include a receipt, you will be asked to provide the Report Name or Report Key.