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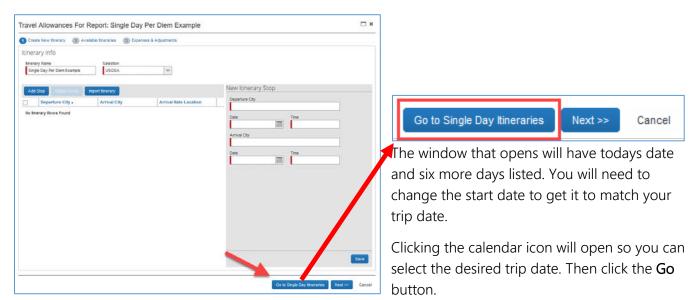
Single Day Per Diem

Single Day Per Diem is used for travel lasting over 12 hours where meal expenses are incurred and Per Diem is the desired method of reimbursement.

When you are entering your expense report, one of the first things you will be asked is "Will you be claiming Per Diem? If you are (for the entire trip if more than one day OR for a single day) you will need to click **Yes**.

Trav	el Allowances	٤
?	Will you be claiming Per Diem?	
	Yes No	_

For Single Day Per Diem you will need to click the Go to Single Day Itineraries button.



Choose	start date 05/18/2017	III 00.	_					
Exclu		Start Location	Depart	End Location	Arrive	Depart	Back At	Hours
0	09/18/2017 Monday	1						
13	09/19/2017 Tuesday							
10	09/20/2017 Wednes							
21	09/21/2017 Thursday							
15	09/22/2017 Friday							
10	09/23/2017 Saturday							
13	09/24/2017 Sunday							

Exclu	Date	<	Se	pten	nber	201	7 -	>
	09/18/20	s	м	т	w	т	F	s
	09/19/20	27	28	29	30	31	1	2
	09/20/20	3	4	5	6	7	8	9
	09/21/20	10	11		13	14	15	16
	09/22/20	17	18	19	20	21	22	23
	00/02/04	24	25	26	27	28	29	30
	09/23/20	1			4	5	6	7
	09/24/20				Today			

The date selected will be returned and you can now continue entering the trip information for Single Day Per Diem.

Single	Day Ineraries 👔 A	valable theraries 🛛 🗿 Dipe	nses & Adjustments					
choose :	start date 09/04/2017	Go						
xclu	Date	Start Location	Depart	End Location	Arrive	Depart	Back At	Hours
E	09/04/2017 Monday							
11	09/05/2017 Tuesday							
団	05/06/2017 Wednes							
E	09/07/2017 Thursday							
E	09/08/2017 Friday							
E	09/08/2017 Saturday							
E	09/10/2017 Sunday							
E	09(10/2017 Sundry							

Here you enter the Start Location, Depart (time), End Location, Arrive (time), Depart (time) and Back At (time). You will see the total number of hours displayed on the left. This must total more than twelve hours in order to receive Single Day Per Diem.

Og/04/2017 Monday Ithaca, New York 6:00 AM Albany, Travel Allowances For Report: Single Day Per Diem Example × Starts of Good-Corr > > > Starts of Core Corestant & Adjustments > Other Mark Interview © Departs & Adjustments Other Mark Interview © Departs & Adjustments Other Mark Interview © Departs & Adjustments Other Mark Interview @ Departs & Adjustments Other Mark Interview @ Departs & Adjustments Other Mark Interview @ Departs & Adjustments Departs Back Attart @ Departs Back Attart Departs Back Attart @ Departs Back Attart		14:45
South Start S	Click the Save Itineraries button. Then click	414 4
	Go to Standard Itinerary Next >> Cancel	t

An **Assigned Itineraries** screen will show your entry. Click anywhere on the displayed itinerary to select it. Then click the **Next** button.

Single Day timeraries 2	Available Interaries (3) Expenses (& Adjustments		
signed Itineraries				
Edit Unessign				
Departure City	Date and Time .	Arrival City	Date and Time	Arrival Rate Location
Itinerary 09/04/2017	Albany			
Bhaca, New York	09/04/2017 06:00 AM	Albany, New York	09/04/2017 09:30 AM	ALBANY COUNTY, US-NY, US
Alberry, New York	09/04/2017 05:30 PM	Shaca, New York	09/04/2017 08:45 PM	TOMPKINS COUNTY, US-NY, US
ument filteracies			1	
allable Itineraries uneit Itioraries Departure City o Avalable Itioraries Found	Date and Time +	Arrival City	Date and Time	Arrival Rate Location

The next screen shows each meal. If needed you can check meals that were provided (and that you will not be reimbursed for). The total allowance is on the far right.

Click the Create Expenses button to continue.

Single Day Kneranes	Avaisble Energies	Expenses & Adjustments			
Show dates from					
Exclude All	DaterLocation +	Breakfast Provided	Lunch Provided	Dinner Provided	Allowance
2	09/04/2017 Albany, New York	E		8	\$44.25

The expense has been added to the Expense Report.

	C CONCUR S:	pests Expres Re				m = Hep= Pule = 💄
	Narage Digenses	den Transactions — Men C	sh Aziances Precess	ar •		
Single Day Per Die	em Example					Desk Agent State
+tentigene legetigenen i	and briefs and					
Expenses	Ancent	Ver C ten Lyon Tequested				Andriate Te
Adding likes Expense		bacau				
Ch04207 Daily Allowance Alterny New York	10.2		r nev source, click for going and y Used Expense Ty		le Tehlinbouw. Os wild as wolding expenses, clicit the expenses	ere die left ziele of the page
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		AL BO	ense Types			
		0. los	Eperaza		. IS. Office Expension	_R.Fees
		Paral Incoher		Personal Car Visings	Nex Capital Computer Studyment Stationers Diffice Supples	Travel Agency France
		lare		the second se	Parings	via armen Internetain Athelice Digmone
			stand Viscolar acce	Trail	Parting/Robicogying/Salistery	Other General Expension
			portation	CE Individual Vests	6. Contrastations International International	Personalition Reindursable
		Arbo		Dreamant Dream	Renet/Online Fees	Pesaralfentursabe Rochtentu Stationnet
		(arth		400	literates.	Televical for hole 4-Deer Total and
		Qr Br	40Evel	Per Den Adjastne i	Rém	Televicitiin Lea of Excelling
			victoria	Of Deale & Indefairment	Cambrance/Neeling/Registration Tea	Tation Gill of Approcidion
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				Contentitiophraf hight	1000 BURNER (\$ 3 2800 \$ 10	Contraction of the State
	10744-44/08/17	TOTAL MEDICITY				
		\$44.25				

Expense Types

I. Travel Expenses	02. Transportation	05. Office Expenses	07. Fees
Hotel	Parking	Courier/Shipping/Freight	Fees - Memberships & Subscriptions
Incidentals	Personal Car Mileage	Non Capital Computer Equipment/Software	Travel Agency Fees
Laundry	Taxi	Office Supplies	08. Other
Travel Related Miscellaneous	Tolls	Postage	Intersession-Athletics Expenses
2. Transportation	Train	Printing/Photocopying/Stationery	Other General Expenses
Airfare	03. Individual Meals	06. Communications	Personal/Non Reimbursable
Airline Fees	Breakfast	Internet/Online Fees	Personal/Reimbursable
Car Rental	Dinner	Mobile/Cellular Phone	Recruitment - Employment
Car Rental Fuel	Lunch	Telephone/Fax	Token Gift in Lieu of Housing
Car Service/Limousine	Per Diem Adjustment	07. Fees	Token Gift of Appreciation
Charter Bus/Transfers	04. Meals & Entertainment	Conference/Meeting Registration Fee	09. Relocation
Other Ground Transportation	Group/Business/Hosted Meal	Employee Training/Registration Fees	Relocation Expenses - Taxable
.09. Relocation			

- The best practice is to use your corporate card, which will automatically become **Available Expenses** that can be selected and added to your Expense Report.
- Email an image of each of your receipts to <u>expenseit@concur.com</u>. **NOTE:** Receipts can be scanned or a good, clear photo taken with your mobile device and emailed.
- Concur will read the receipt with Optical Character Recognition (OCR) technology and will automatically itemize the expense and complete the required fields for the specific expense type. For example: For Hotel receipts; OCR will complete the Vendor, Dates of stay, Hotel Room Rate, Hotel Tax, Meals, etc. based on the data found on the receipt.
- **Example:** When the credit card charge potentially matches an expense you will see the following screen. You can click the **Continue** button to match the expense OR click **Delete Match** to decline the match.

We have matched t piece of data is actu click Continue and 0	Ind the following matching he following items because they m ially for the same expense. If the it Concur will combine your data into ed Confirmation: 1	ay be for the same expense. W tems are not a match please clic		
1. Taxi				Decline Match
Expense	Entry	😑 From Credit C	ard	
Date Amount	: 05/18/2017 : \$9.95	Date Vendor Amount	: 05/18/2017 : NYCTAXI8F63 : \$9.95	
			Cont	inue Cancel

• **Example:** When an out of pocket expense is entered into the system and the receipt was in the Available Receipts; the system will show you there is a receipt match. You can verify if the receipt is correct and then click on the green circle and it will attach to the expense type selected on the left hand side.

	Date •	Expense Type	Amount	Requested	Cab1.pdf
Addi	ng New Expens	е			Received 05/24/2017 10:11 AM
	05/19/2017	Hotel THE ROOSEVELT HOTEL, New Y	\$428.78	\$428.78	
	05/18/2017	Personal Car Mileage	\$238.08	\$238.08	
	05/18/2017	Incidentals Roosevelt Hotel Valet Parking Tip	\$5.00	\$5.00	
	05/18/2017	Tolls Port Auth NY&NJ	\$15.00	\$15.00	
	05/18/2017	Group/Business/Hosted Meal	\$37.76	\$37.76	
	05/18/2017	Group/Business/Hosted Meal	\$37.76	\$37.76	
	05/18/2017	Other General Expenses Duane Reade by Walgreens	\$3.34	\$3.34	
v	05/18/2017	Taxi	\$16.80	\$16.80	
	05/18/2017	Taxi NYCTAXI8F63	\$9.95	\$9.95	

- Required fields for each Expense Type are identified with a *"red" line* on the left side of the field.
- Federal Allowable/Unallowable must be identified for each expense type. The default is Federal Allowable.

01. Travel Expenses	
Hotel	Email your receipt to <u>expenseit@concur.com</u> . SG – Include steps on how to "itemize" your hotel receipt if you manually attach your receipt in Concur.
Incidentals	Incidentals are expenses that arise during business travel such as
01. Travel Expenses Hotel Incidentals Laundry Travel Related Miscellaneous	New Expense Expense Type Transaction Date Expense Report Type Incidentals Vendor City of Purchase Payment Type Amount Comment to Approver Out of Pocket V Federal Allowable/Unallowable type
	fees and tips to porters, baggage carriers, and hotel staff. Note: The GSA Per Diem Rate (M&IE) includes \$5.00 for incidentals expenses.
Laundry 01. Travel Expenses	Use this expense type only if it's not part of your hotel bill. If you received Laundry service at the hotel, this will become an itemized item on your hotel bill.
Hotel Incidentals Laundry Travel Related Miscellaneous	This expense type is used infrequently and only where necessary due to an absence from home for more than five consecutive workdays, or when unusual circumstances mandate these services.
	Out of Pootet USD V Federal Allowable Inallowable training Voter Note: This service is only reimbursable for domestic travel. International travel per diem rates are inclusive of laundry service and therefore laundry costs are not separately reimbursable.

Travel Related Misc.	This expense type will be used VERY infrequently for non-personal travel related expenses NOT covered under any other Expense
01. Travel Expenses Hotel Incidentals Laundry	Types. Note: For ground transportation (e.g., taxis, airport shuttle services, public transportation, etc.) use Taxi or Other Ground Transportation
Travel Related Miscellaneous	expense types.

02.Transportation Airfare	New Expense Expense Type Airfare I
02. Transportation Airfare Airline Fees Car Rental Car Rental Fuel Car Service/Limousine Charter Bus/Transfers Other Ground Transportation Parking Personal Car Mileage Taxi Tolls Train	Comment to Approver Comment to Approver Federal Allowable/Unallowable type Was Premium Airfare booked? Was premium airfare booked? type • If Premium Airfare was booked, select Yes from the drop down window (default is No). • Once all required fields are completed, click Itemize at the bottom of the screen for the Airfare expense
	Expense AirfarelPremium Airfare Available Receipts Total Amount Stol 00 Itemized: 50 00 Itemized: 50 00 Remaining: \$500.00 Amount Personal Expense (do not reimburse) Airfare
	 type. This will allow you to enter the economy airfare cost and break out the Premium and/or Personal/Non Reimbursable portion of your trip. Note: The Premium Airfare portion represents the delta above economy class. The Airfare amount equals the economy price and then you need to enter the Premium Airfare amount (the difference). The total amount of the Airfare has to equal the total amount of the expense (Airfare plus Premium= Total Amount).

 If the Premium Airfare is personal, check the box for Personal Expense. Note: The Personal/Non Reimbursable is the cost for personal legs of travel.
 Are you traveling on behalf of a Sponsored Award? Were U.S. Flag Carriers used for all travel during this trip? If no is selected from the drop down menu another field Fly America Act Exemption field will appear. Select the appropriate reason from the drop-down list. Note: If there are multiple reasons, Select #11 - Multiple items above and then list all applicable numbers from the drop-down menu in the Comment to Approver field. This is necessary for sponsored reporting purposes.
 If the sponsored award does not allow Premium Airfare, you will need to allocate the premium portion to a non-sponsored account. To do this, click the Allocation button at the bottom of the expense type.

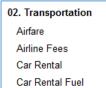
	nge the A		-		-			
	rcentage				•			tor the
Allocations	nium Airfa	are por		De exp		1 to An 500.00 (100%		\$0.00 (0%)
Allocate By: •	Add New Allocation	Deixte Selec			Add to Favo	rites		
Percentage	Chart	* Account	Sub-Account	Sub-Obj	ect Proj	ect Code	Drg Ref ID	Code
100	(IT) ITHACA C	(F254700) OR						IT-F25470
	Allocations			Tota	al:\$500.00 Allo	cated:\$500.00 (1	00%) Remainir	ng:\$0.00 (0%)
Allocate By	Allocate By: •	Add New Allocation	Debte Seven		Anna Maria	d to Favorites		
Percentage	Amount	* Chart	* Account	Sub-Account	Sub-Object	Project Code	Org Ref ID	Code
Amount	\$500.00	(IT) ITHACA C	(F254700) OR					IT-F25470

Airline Fees	Use this expense type for baggage fees and other airline fees (e.g.,
02. Transportation	change fees, etc.).
Airfare	Expense
Airline Fees	Expense Type Transaction Date Expense Report Type
Car Rental	Airline Fees V 04/25/2017 III Domestic Travel
Car Rental Fuel	Report/Trip Purpose Additional Information Vendor
Car Service/Limousine	Conference
Charter Bus/Transfers	City of Purchase Payment Type Amount Out of Pocket V 500.00 USD
Other Ground Transportation	Comment to Approver Federal Allowable/Unallowable b?
Parking	Federal Allowable
Personal Car Mileage	
Taxi	
Tolls	
Train	
Car Rental	If you booked your Car Rental using CTP (Corporate Travel
02. Transportation	Planners) your car rental receipt will be in your available expenses
Airfare	to pull through into your expense report.
Airline Fees	Expense
Car Rental	
Car Rental Fuel	Expense Type Transaction Date Expense Report Type Car Renta V 04/25/2017 III
Car Service/Limousine	
Charter Bus/Transfers	Report/Trip Purpose Additional Information Vendor Conference V V
Other Ground Transportation	City of Purchase Payment Type Amount
Parking	Out of Pocket V 500.00 USD V
Personal Car Mileage	Comment to Approver Federal Allowable/Unallowable §?
Тахі	Federal Allowable
Tolls	
Train	
Car Rental Fuel	Use this expense type for the purchase of fuel when renting a car.
02. Transportation	Expense
Airfare	
Airline Fees	Expense Type Transaction Date Expense Report Type
Car Rental	Car Rental Fuel v 04/25/2017 II. Domestic Travel v
Car Rental Fuel	Report/Trip Purpose Additional Information Vendor Conference V Image: Conference Image: Conference
Car Service/Limousine	
Charter Bus/Transfers	City of Purchase Payment Type Amount Out of Pocket V 500.00 USD V
Other Ground Transportation	Comment to Approver Federal Allowable/Unallowable
Parking	Federal Allowable
Personal Car Mileage	
Тахі	
Tolls	
Train	

	Use this expense type for car service/limousine.				
Car Service/Limousine					
02. Transportation	Expense				
Airfare	Expense Type Transaction Date Expense Report Type				
Airline Fees	Expense Type Transaction Date Expense Report Type Car Service/Limousine V 04/25/2017 1. Domestic Travel				
Car Rental					
Car Rental Fuel	Report/Trip Purpose Additional Information Vendor Conference V Image: Conference Image: Conference				
Car Service/Limousine					
Charter Bus/Transfers	City of Purchase Payment Type Amount Out of Pocket V 500.00 USD				
Other Ground Transportation					
Parking	Comment to Approver Federal Allowable/Unallowable				
Personal Car Mileage					
Тахі					
Tolls					
Train					
Charter Bus/Transfers	If you traveled via Campus to Campus (C2C) bus the Payment Type				
02. Transportation	options are: STOP				
	Direct-billed to Cornell				
Airfare					
Airline Fees	 If you direct-billed this to Cornell, in Concur, please 				
Car Rental	select Pre-Paid/Other Method as the payment type.				
Car Rental Fuel	U.S. Bank Corporate Credit Card				
Car Service/Limousine					
Charter Bus/Transfers					
Other Ground Transportation	this will show up as an Available Expense and the				
Parking	payment type will automatically be selected as Corp				
Personal Car Mileage	Credit Card.				
Тахі	Personal Credit Card				
Tolls					
Train	 If you used your personal credit card, in Concur, 				
	select Out of Pocket as the payment type.				
	Note: For C2C direct hilled (Dro Daid (Other Mathad) the Verder				
	Note: For C2C direct-billed (Pre-Paid/Other Method), the Vendor				
	field is required. From the drop-down, select Campus to Campus.				

Other Ground	Use this expense type for airport shuttle services, public				
Transportation	transportation, etc. For Taxi, see Taxi expense type. For Car				
02. Transportation Airfare Airline Fees Car Rental Car Rental Fuel Car Service/Limousine Charter Bus/Transfers Other Ground Transportation Parking Personal Car Mileage Taxi Tolls	Service, see Car Service/Limousine.				
Train					
Parking	Use this expense type only if the parking is not part of your hotel bill. If you were charged for Parking at the hotel, this will become				
02. Transportation					
Airfare	an itemized item on your hotel bill.				
Airline Fees Car Rental	New Expense				
Car Rental Fuel Car Service/Limousine Charter Bus/Transfers Other Ground Transportation Parking Personal Car Mileage Taxi Tolls Train	Expense Type Transaction Date Expense Report Type Report/Trip Purpose Parking I Image: Conference Conference Additional Information Vendor City of Purchase Payment Type Out of Pocket Out of Pocket Out of Pocket Amount Comment to Approver Federal Allowable type Federal Allowable V				
Tolls					

Personal Car Mileage



Car Rental Fuel Car Service/Limousine Charter Bus/Transfers Other Ground Transportation

Parking	
Personal Car Milea	Q
Taxi	
Tolls	

Train

To utilize the **Mileage Calculator** tool built into Concur, click on the Mileage Calculator. **Note:** If you use this tool you do not need to fill in your **From Location**, **To Location**, **or Distance**, these fields will

New Expense			
View Reimbursement Rates Expense Type	Expense Report Type	Transaction Date	Report/Trip Purpose
Personal Car Mileage 🗸 🗸	1. Domestic Travel		Conference 🗸
Additional Information	From Location	To Location	Payment Type Out of Pocket
Distance : Amount 0 : 0.00 USD	Comment to Approver	Federal Allowable/Unallowable \? Federal Allowable	•
			Mileage Calculate

automatically pre-fill once you have completed the mileage calculator. **Note:** You do not need to provide any additional documentation of your traveled route if you use the **Mileage Calculator**.

Using the Mileage Calculator:



- Enter your Waypoints (From/To route)
- Click **Calculate** Route. The map on the right will show you the route.
- If you traveled a different route, click on the blue map route to update your route.
- If you traveled a different way going to your destination than your return, you can add an additional Waypoint (e.g., A, B, C).
- If you need to make your route **Round Trip**, click the **Make Round Trip** button under Waypoints.
- Once you have completed your route, click Add Mileage to Expense.

 Note: You will notice you're From Location, To Location and Distance are populated. Click Save
Note: If you did not use the Mileage Calculator tool, you will need to provide documentation of your traveled route.

U2. Transportation Airfare Airline Fees Car Rental Car Rental Fuel Car Service/Limousine Charter Bus/Transfers Other Ground Transportation Parking Personal Car Mileage Taxi Tolls Train	Use this expense type for any travel by car service (e.g. Uber, taxi, black-car service) when it represents the most efficient and cost-effective method. Image: transformer in the image: travel in the image: travel in the traveler in the
Tolls 02. Transportation Airfare Airfare Airfare Airfare Airfare Car Rental Car Rental Car Rental Fuel Car Service/Limousine Charter Bus/Transfers Other Ground Transportation Parking Personal Car Mileage Taxi Tolls Train	New Expense Expense Type Transaction Date Expense Type Tolls Additional Information Vendor City of Purchase Payment Type Out of Pocket Pederal Allowable/Unallowable type Vendor Federal Allowable Use this expense type for any toll charges during your travel.

Train	Use this expense	type for any trai	in service you use	ed during your
02. Transportation	New Expense			
Airfare	Expense Type	Transaction Date	Expense Report Type	Report/Trip Purpose
Airline Fees	Train		1. Domestic Travel	Conference v
Car Rental	Additional Information	Vendor	City of Purchase	Payment Type
Car Rental Fuel				Out of Pocket 🗸
Car Service/Limousine	Amount 0.00 USD V	Comment to Approver	Federal Allowable/Unallowable	
Charter Bus/Transfers				
Other Ground Transportation				
Parking				
Personal Car Mileage	travel.			
Тахі				
Tolls				
Train				

03. Individual Meals	Use the Breakfast, Lunch or Dinner expense type for claiming individual meals.
Breakfast, Lunch or Dinner 03. Individual Meals	 If you paid for an Individual Meal (Breakfast, Lunch or Dinner) and are claiming Per Diem, you must check the Personal Expense or Meal covered by Per Diem box on the
Breakfast Dinner Lunch Per Diem Adjustment	Expense Type Transaction Date Expense Report Type Report/Trip Purpose Breakfast I Image: Conference Image: Conference Image: Conference Additional Information Vendor City of Purchase Payment Type Amount Image: Personal Expense or Meal covered by Comment to Approver Federal Allowable/Unallowable Lype USD Image: Per Diem Federal Allowable Image: Percence
	 expense type. If you paid for the Individual Meal on your U.S. Corporate Card, you must check the Personal Expense or Meal covered by Per Diem box.
	 If alcoholic beverages were purchased with the meal (lunch or dinner only), you must click the Itemize button (bottom right) and break out your Meal expense from the alcoholic beverages and tips/gratuities. If it is a personal expense, you must check the Personal Expense (do not reimburse) box.
	When Itemizing the expense you will notice in the upper right hand corner the Total Amount, Itemized, and Remaining amount to be itemized.
	Expense Meals (Lunch, Alcoholic Beverages, and Tips) Available Receipts Total Amount: \$56.00 Itemized: \$0.00 Remaining: \$56.00 Remaining: \$56.00
	Amount Personal Expense (do not reimburse) Lunch Alcoholic Beverages Tips/Gratuities Tips/Gratuities
	Note: If this was a Group/Business/Hosted Meal, please use the Group/Business/Hostel Meal expense type and include the list of attendees either on the receipt or enter the names in the Additional Information field.

Per Diem Adjustment	Use this expense type when you need to make adjustments to the Per Diem you are claiming. You can have positive or negative
Single Day Per Diem	

04. Meals and Entertainment	New Expense			
Group/Business/ Hosted Meal	Expense Type by Group/Business/Hosted Mea V Additional Information	Transaction Date 04/26/2017 Vendor Comment to Approver	Expense Report Type 1. Domestic Travel City of Purchase Federal Allowable/Unallowable ()? Federal Allowable	Report/Trip Purpose Conference 🗸 Payment Type by Out of Pocket ✓

05. Office Expenses Courier/Shipping/ Freight	New Expense Expense Type Courter/Shipping/Freight Transaction Date 04/26/2017 1. Domestic Travel Additional Information Vendor City of Purchase Payment Type Amount Comment to Approver Federal Allowable Y
Non Capital Computer Equip/Software	New Expense Expense Type Transaction Date Non Capital Computer Equipi 04/26/2017 Additional Information Vendor City of Purchase Payment Type Out of Pocket Amount Comment to Approver Federal Allowable/Unallowable Y
Office Supplies	New Expense Expense Type Transaction Date Office Supplies 04/26/2017 Additional Information Vendor City of Purchase Out of Pocket Amount Comment to Approver Federal Allowable Yendor
Postage	New Expense Expense Type Transaction Date Expense Report Type Report/Trip Purpose Postage 04/26/2017 1. Domestic Travel Conference Additional Information Vendor City of Purchase Payment Type Out of Pocket Amount Comment to Approver Federal Allowable/Unallowable/Diallowable Year allowable Year allowable

Printing/Photocopying/ Stationery	New Expense Expense Type Printing/Photocopying/Station v Additional Information Amount USD v	Transaction Date 04/26/2017 Wendor Comment to Approver	Expense Report Type 1. Domestic Travel V City of Purchase Federal Allowable/Unallowable by Federal Allowable	Report/Trip Purpose Conference v Payment Type Out of Pocket v

06. Communications	
Internet/Online Fees	New Expense Expense Type Internet/Online Fees 04/26/2017 Internet/Online Fees Vendor City of Purchase Payment Type Out of Pocket Amount USD USD
Mobile/Cellular Phone	New Expense Expense Type Mobile/Cellular Phone 04/26/2017 1. Domestic Travel Additional Information Vendor City of Purchase Payment Type Out of Pocket Amount USD Federal Allowable/Unallowable
Telephone/Fax	New Expense Expense Type Transaction Date Expense Report Type I. Domestic Travel Additional Information Vendor City of Purchase Payment Type Out of Pocket Amount USD v Federal Allowable Value v

07.Fees Conference/Meeting Registration Fee	New Expense Expense Type Conference/Meeting Registra v 04/26/2017 Additional Information Vendor City of Purchase Payment Type Out of Pocket Amount USD v Federal Allowable/Unallowable by
Employee Training/Registration Fees	New Expense Expense Type Employee Training/Registrati v Additional Information Vendor City of Purchase Out of Pocket Amount USD v Federal Allowable
Fees – Memberships & Subscriptions	
Travel Agency Fees	

08.Other	Used primarily by Department of Athletics
Intersession – Athletic Expenses	
Other General Expenses	
Personal/Non Reimbursable	
Personal/Reimbursable	
Recruitment – Employment	
Token Gift in Lieu of Housing	
Token Gift of Appreciation	

09.Relocation	
Relocation Expenses – Taxable	
Relocation Expenses – Non	
Taxable	