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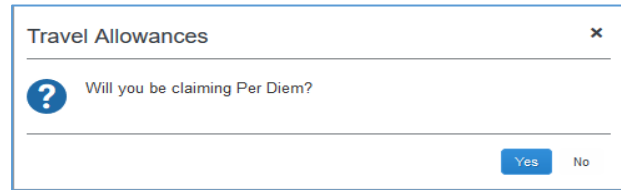
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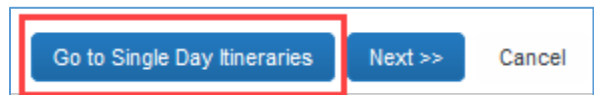
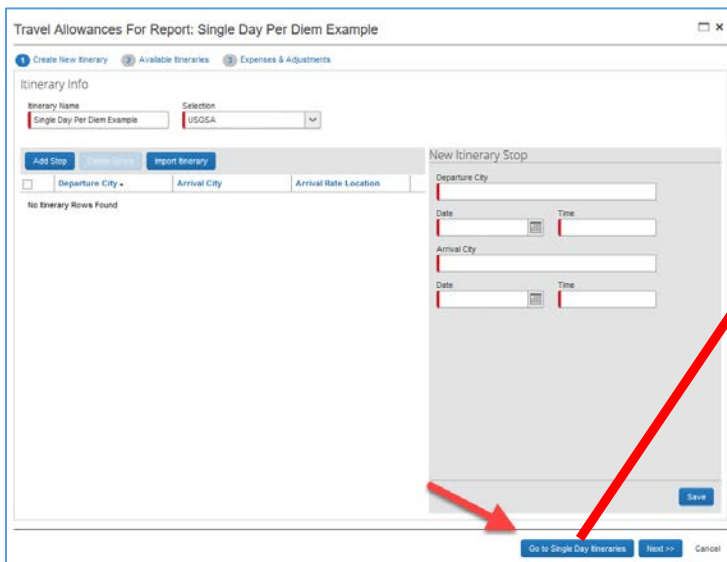
Single Day Per Diem

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**.

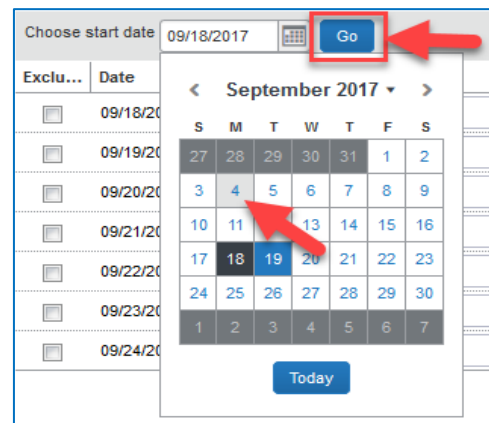
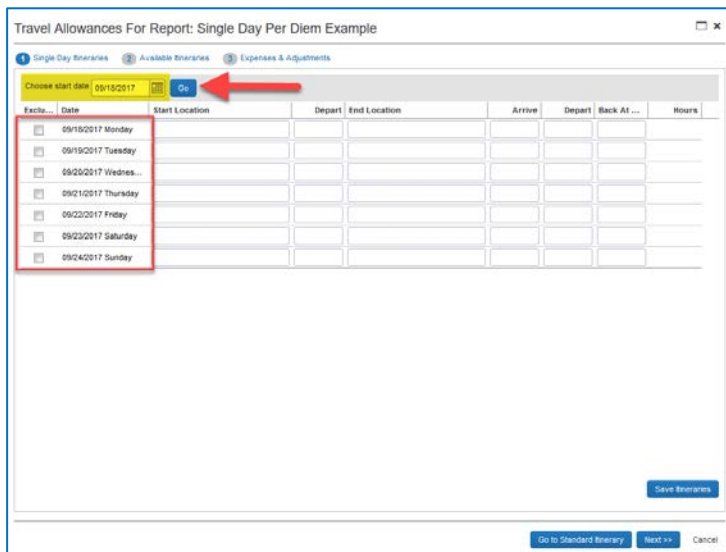


For Single Day Per Diem you will need to click the **Go to Single Day Itineraries** button.



The window that opens will have today's date and six more days listed. You will need to change the start date to get it to match your trip date.

Clicking the calendar icon will open so you can select the desired trip date. Then click the **Go** button.

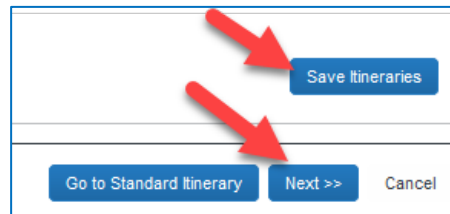


The date selected will be returned and you can now continue entering the trip information for Single Day Per Diem.

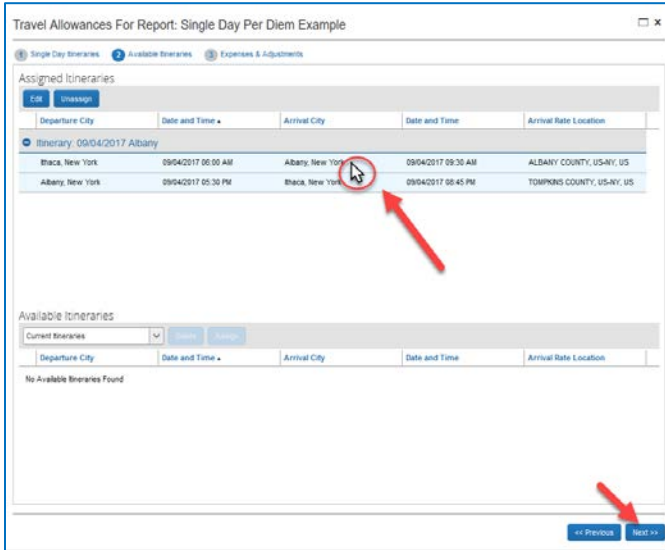
Here you enter the Start Location, Depart (time), End Location, Arrive (time), Depart (time) and Back At (time). You will see the total number of hours displayed on the left. This must total more than twelve hours in order to receive Single Day Per Diem.

Exclu...	Date	Start Location	Depart	End Location	Arrive	Depart	Back At ...	Hours
<input type="checkbox"/>	09/04/2017 Monday	Ithaca, New York	6:00 AM	Albany, New York	9:30 AM	5:30 PM	8:45 PM	14:45

Click the **Save Itineraries** button. Then click the **Next** button.

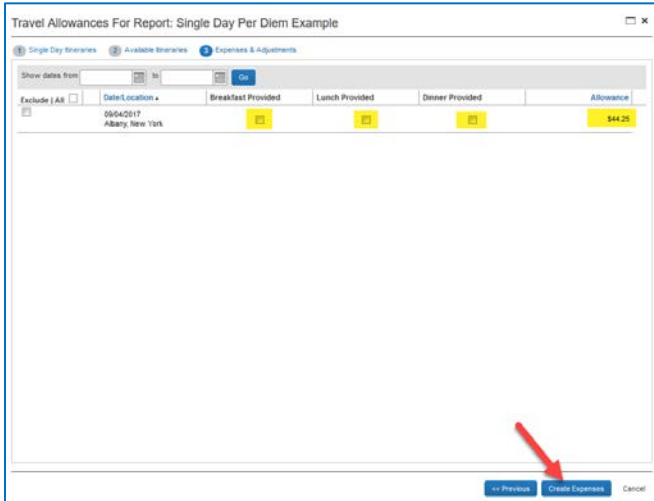


An **Assigned Itineraries** screen will show your entry. Click anywhere on the displayed itinerary to select it. Then click the **Next** button.

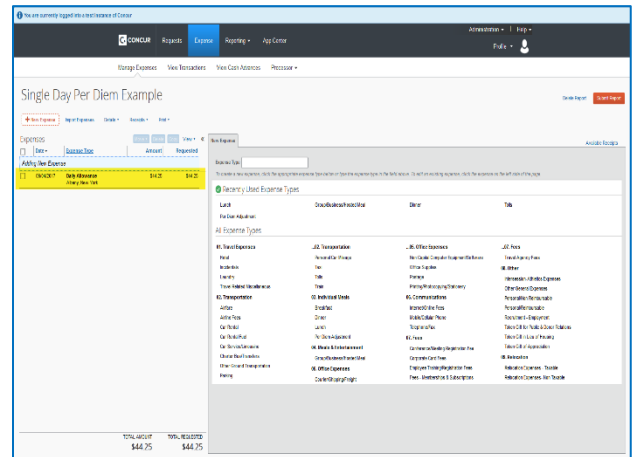


The next screen shows each meal. If needed you can check meals that were provided (and that you will not be reimbursed for). The total allowance is on the far right.

Click the **Create Expenses** button to continue.



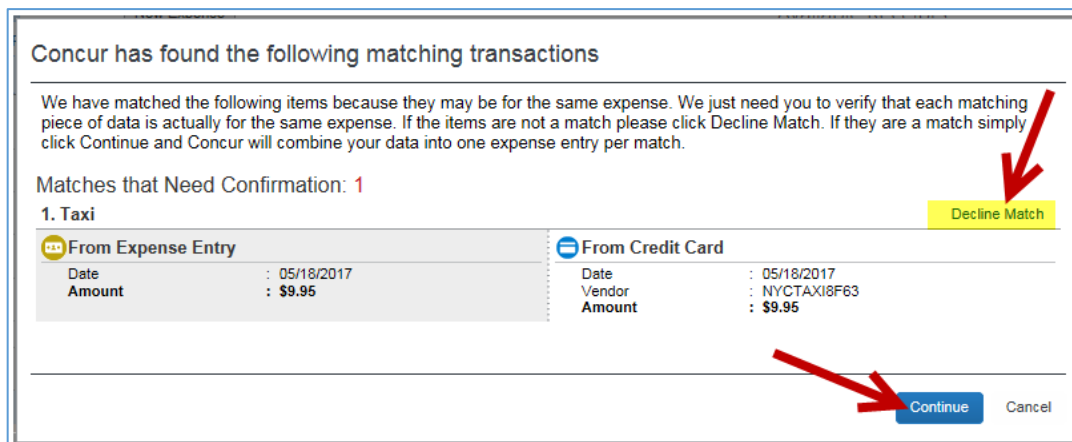
The expense has been added to the Expense Report.



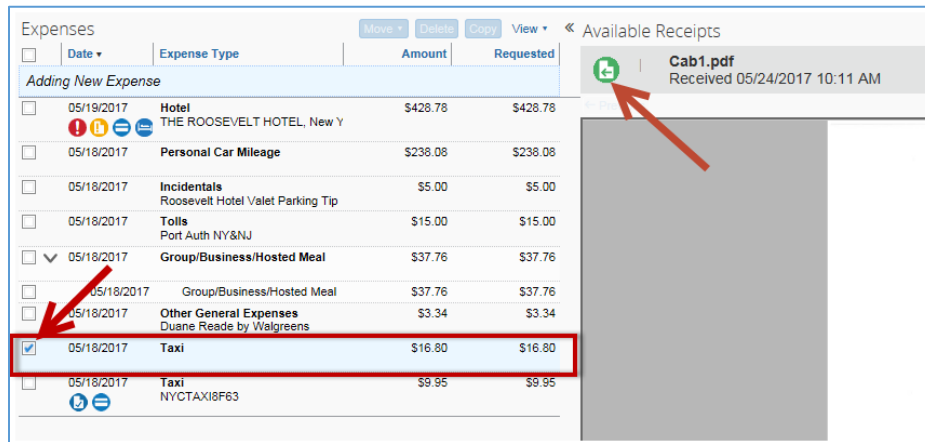
Expense Types

All Expense Types			
01. 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	Intercession-Athletics Expenses
02. 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			
Relocation Expenses- Non Taxable			

- 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 expenseit@concur.com. **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.



- **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.



- 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.

<p>01. Travel Expenses</p> <p>Hotel</p>	<p>Email your receipt to expenseit@concur.com. SG – Include steps on how to “itemize” your hotel receipt if you manually attach your receipt in Concur.</p>
<p>Incidentals</p> <div data-bbox="162 569 513 747" style="border: 1px solid black; padding: 5px;"> <p>01. Travel Expenses</p> <p>Hotel</p> <p>Incidentals</p> <p>Laundry</p> <p>Travel Related Miscellaneous</p> </div>	<p>Incidentals are expenses that arise during business travel such as</p> <div data-bbox="529 562 1409 789" style="border: 1px solid black; padding: 5px;"> </div> <p>fees and tips to porters, baggage carriers, and hotel staff.</p> <p>Note: The GSA Per Diem Rate (M&IE) includes \$5.00 for incidentals expenses.</p>
<p>Laundry</p> <div data-bbox="162 1119 513 1318" style="border: 1px solid black; padding: 5px;"> <p>01. Travel Expenses</p> <p>Hotel</p> <p>Incidentals</p> <p>Laundry</p> <p>Travel Related Miscellaneous</p> </div>	<p>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.</p> <p>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.</p> <div data-bbox="539 1356 1435 1591" style="border: 1px solid black; padding: 5px;"> </div> <p>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.</p>

<p>Travel Related Misc.</p> <div data-bbox="162 283 511 472" style="border: 1px solid black; padding: 5px;"><p>01. Travel Expenses</p><ul style="list-style-type: none">HotelIncidentalsLaundry<li style="background-color: yellow;">Travel Related Miscellaneous</div>	<p>This expense type will be used VERY infrequently for non-personal travel related expenses NOT covered under any other Expense Types.</p> <p>Note: For ground transportation (e.g., taxis, airport shuttle services, public transportation, etc.) use Taxi or Other Ground Transportation expense types.</p>
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02. Transportation

Airfare

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

Was Premium Airfare booked?

- 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

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).

Total Amount: \$500.00 | Itemized: \$0.00 | Remaining: \$500.00

- 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.

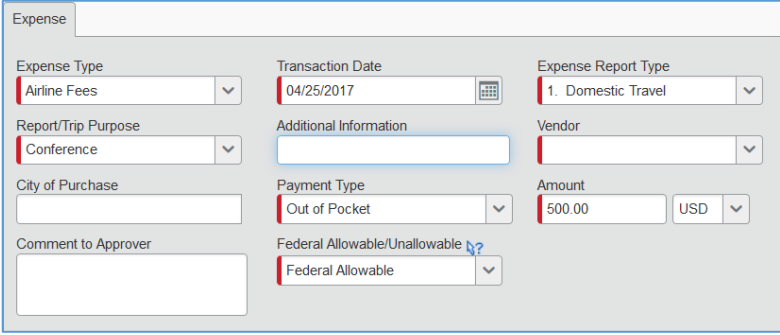
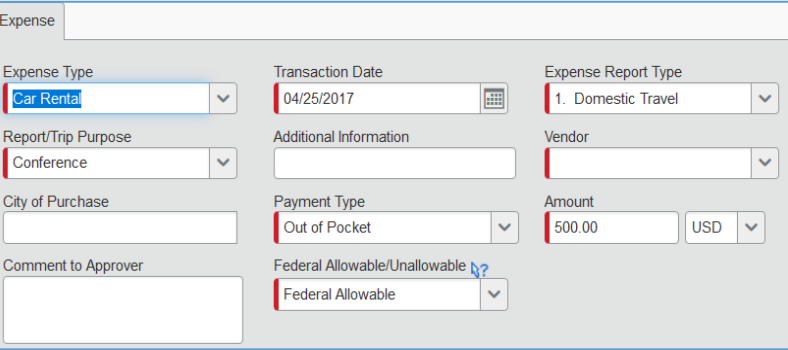
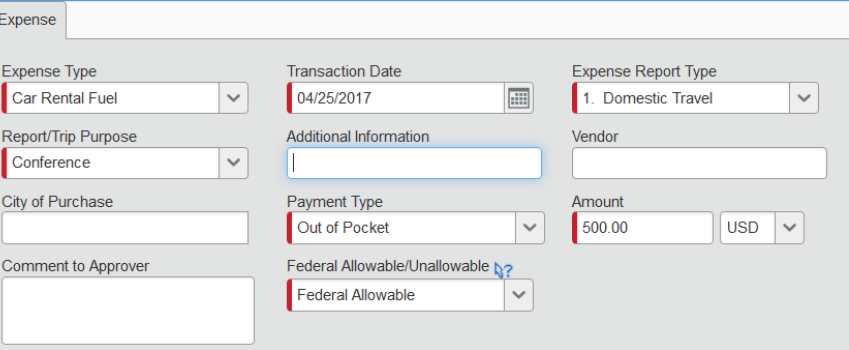
- Select the appropriate reason from the drop-down list.
- **Note:** If there are multiple reasons, **Select #11 – Multiple items above** and then list all applicable numbers from the drop-down menu in the **Comment to Approver** field. This is necessary for sponsored reporting purposes.

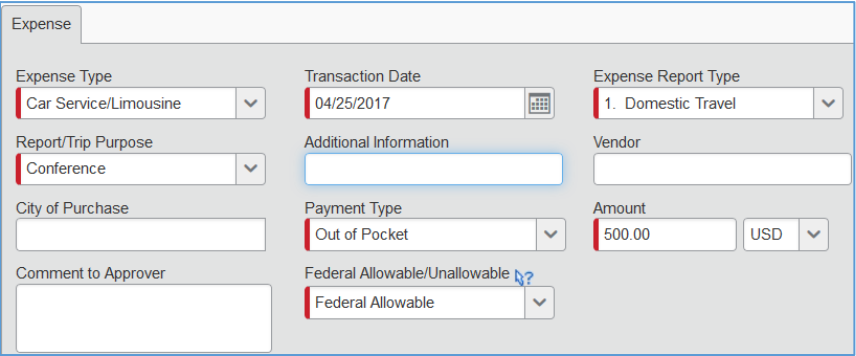
- If the sponsored award **does not** allow Premium Airfare, you will need to allocate the premium portion to a non-sponsored account. To do this, click the **Allocation** button at the bottom of the expense type.

- Change the **Allocate By** from **Percentage** to **Amount** (default is Percentage) and enter the non-sponsored account for the Premium Airfare portion to be expensed to **Amount**.

The screenshot displays the 'Allocations' interface. At the top, it shows 'Total: \$500.00', 'Allocated: \$500.00 (100%)', and 'Remaining: \$0.00 (0%)'. Below this is a toolbar with buttons for 'Allocate By', 'Add New Allocation', 'Delete Selected Allocations', 'Favorites', and 'Add to Favorites'. A dropdown menu for 'Allocate By' is open, showing 'Percentage' and 'Amount' options, with 'Amount' selected. A red arrow points to the 'Allocate By' dropdown. Below the dropdown is a table with columns: 'Chart', '* Account', 'Sub-Account', 'Sub-Object', 'Project Code', 'Org Ref ID', and 'Code'. The table contains one row with the following values: '100', '(IT) ITHACA C...', '(F254700) OR...', and 'IT-F254700'.

Chart	* Account	Sub-Account	Sub-Object	Project Code	Org Ref ID	Code
100	(IT) ITHACA C...	(F254700) OR...				IT-F254700

<p>Airline Fees</p> <p>02. Transportation</p> <ul style="list-style-type: none"> Airfare Airline Fees Car Rental Car Rental Fuel Car Service/Limousine Charter Bus/Transfers Other Ground Transportation Parking Personal Car Mileage Taxi Tolls Train 	<p>Use this expense type for baggage fees and other airline fees (e.g., change fees, etc.).</p> 
<p>Car Rental</p> <p>02. Transportation</p> <ul style="list-style-type: none"> Airfare Airline Fees Car Rental Car Rental Fuel Car Service/Limousine Charter Bus/Transfers Other Ground Transportation Parking Personal Car Mileage Taxi Tolls Train 	<p>If you booked your Car Rental using CTP (Corporate Travel Planners) your car rental receipt will be in your available expenses to pull through into your expense report.</p> 
<p>Car Rental Fuel</p> <p>02. Transportation</p> <ul style="list-style-type: none"> Airfare Airline Fees Car Rental Car Rental Fuel Car Service/Limousine Charter Bus/Transfers Other Ground Transportation Parking Personal Car Mileage Taxi Tolls Train 	<p>Use this expense type for the purchase of fuel when renting a car.</p> 

<p>Car Service/Limousine</p> <p>02. Transportation</p> <ul style="list-style-type: none"> Airfare Airline Fees Car Rental Car Rental Fuel Car Service/Limousine Charter Bus/Transfers Other Ground Transportation Parking Personal Car Mileage Taxi Tolls Train 	<p>Use this expense type for car service/limousine.</p> 
<p>Charter Bus/Transfers</p> <p>02. Transportation</p> <ul style="list-style-type: none"> Airfare Airline Fees Car Rental Car Rental Fuel Car Service/Limousine Charter Bus/Transfers Other Ground Transportation Parking Personal Car Mileage Taxi Tolls Train 	<p>If you traveled via Campus to Campus (C2C) bus the Payment Type options are: STOP</p> <ul style="list-style-type: none"> • Direct-billed to Cornell <ul style="list-style-type: none"> ○ If you direct-billed this to Cornell, in Concur, please select Pre-Paid/Other Method as the payment type. • U.S. Bank Corporate Credit Card <ul style="list-style-type: none"> ○ If you used your U.S. Bank corporate card, in Concur, this will show up as an Available Expense and the payment type will automatically be selected as Corp Credit Card. • Personal Credit Card <ul style="list-style-type: none"> ○ If you used your personal credit card, in Concur, select Out of Pocket as the payment type. <p>Note: For C2C direct-billed (Pre-Paid/Other Method), the Vendor field is required. From the drop-down, select Campus to Campus.</p>

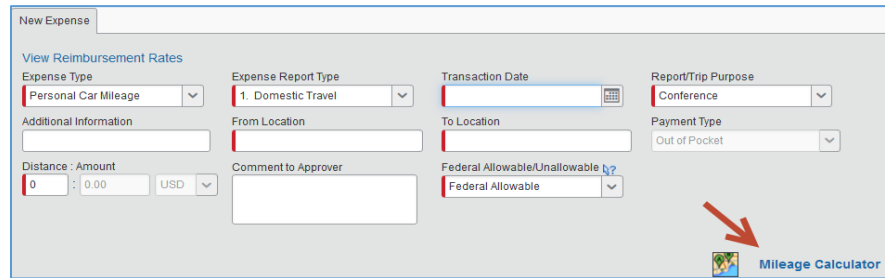
<h3>Other Ground Transportation</h3> <div style="border: 1px solid black; padding: 5px;"> <p>02. Transportation</p> <ul style="list-style-type: none"> Airfare Airline Fees Car Rental Car Rental Fuel Car Service/Limousine Charter Bus/Transfers <li style="background-color: yellow;">Other Ground Transportation Parking Personal Car Mileage Taxi Tolls Train </div>	<p>Use this expense type for airport shuttle services, public transportation, etc. For Taxi, see Taxi expense type. For Car Service, see Car Service/Limousine.</p> <div style="border: 1px solid gray; padding: 5px; margin-top: 10px;"> <p>New Expense</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%;">Expense Type Other Ground Transportation</td> <td style="width: 25%;">Transaction Date </td> <td style="width: 25%;">Expense Report Type 1. Domestic Travel</td> <td style="width: 25%;">Report/Trip Purpose Conference</td> </tr> <tr> <td>Additional Information </td> <td>Vendor </td> <td>City of Purchase </td> <td>Payment Type Out of Pocket</td> </tr> <tr> <td>Amount USD</td> <td>Comment to Approver </td> <td colspan="2">Federal Allowable/Unallowable Federal Allowable</td> </tr> </table> </div>	Expense Type Other Ground Transportation	Transaction Date 	Expense Report Type 1. Domestic Travel	Report/Trip Purpose Conference	Additional Information 	Vendor 	City of Purchase 	Payment Type Out of Pocket	Amount USD	Comment to Approver 	Federal Allowable/Unallowable Federal Allowable	
Expense Type Other Ground Transportation	Transaction Date 	Expense Report Type 1. Domestic Travel	Report/Trip Purpose Conference										
Additional Information 	Vendor 	City of Purchase 	Payment Type Out of Pocket										
Amount USD	Comment to Approver 	Federal Allowable/Unallowable Federal Allowable											
<h3>Parking</h3> <div style="border: 1px solid black; padding: 5px;"> <p>02. Transportation</p> <ul style="list-style-type: none"> Airfare Airline Fees Car Rental Car Rental Fuel Car Service/Limousine Charter Bus/Transfers Other Ground Transportation <li style="background-color: yellow;">Parking Personal Car Mileage Taxi Tolls Train </div>	<p>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 an itemized item on your hotel bill.</p> <div style="border: 1px solid gray; padding: 5px; margin-top: 10px;"> <p>New Expense</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%;">Expense Type Parking</td> <td style="width: 25%;">Transaction Date </td> <td style="width: 25%;">Expense Report Type 1. Domestic Travel</td> <td style="width: 25%;">Report/Trip Purpose Conference</td> </tr> <tr> <td>Additional Information </td> <td>Vendor </td> <td>City of Purchase </td> <td>Payment Type Out of Pocket</td> </tr> <tr> <td>Amount USD</td> <td>Comment to Approver </td> <td colspan="2">Federal Allowable/Unallowable Federal Allowable</td> </tr> </table> </div>	Expense Type Parking	Transaction Date 	Expense Report Type 1. Domestic Travel	Report/Trip Purpose Conference	Additional Information 	Vendor 	City of Purchase 	Payment Type Out of Pocket	Amount USD	Comment to Approver 	Federal Allowable/Unallowable Federal Allowable	
Expense Type Parking	Transaction Date 	Expense Report Type 1. Domestic Travel	Report/Trip Purpose Conference										
Additional Information 	Vendor 	City of Purchase 	Payment Type Out of Pocket										
Amount USD	Comment to Approver 	Federal Allowable/Unallowable Federal Allowable											

Personal Car Mileage

02. Transportation

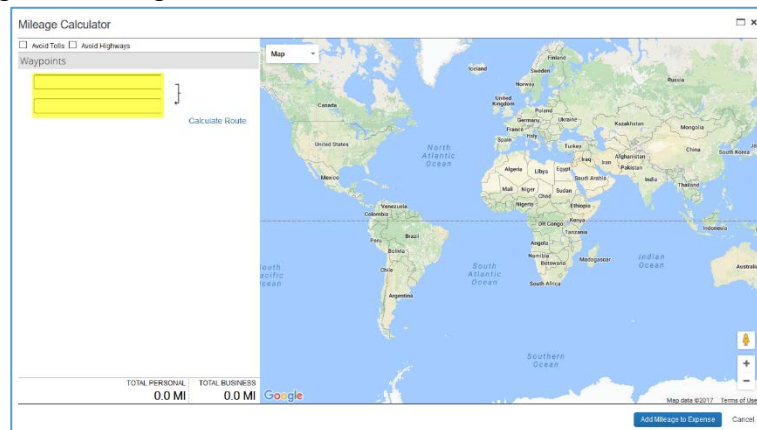
- Airfare
- Airline Fees
- Car Rental
- Car Rental Fuel
- Car Service/Limousine
- Charter Bus/Transfers
- Other Ground Transportation
- Parking
- Personal Car Mileage
- Taxi
- Tolls
- Train

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



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**.

	<ul style="list-style-type: none">• Note: You will notice you're From Location, To Location and Distance are populated.• Click Save <p>Note: If you did not use the Mileage Calculator tool, you will need to provide documentation of your traveled route.</p>
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Taxi

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

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.

The screenshot shows the 'New Expense' form with the following fields and values:

- Expense Type: Taxi
- Transaction Date: [Calendar icon]
- Expense Report Type: 1. Domestic Travel
- Report/Trip Purpose: Conference
- Additional Information: [Empty text box]
- Vendor: [Empty text box]
- City of Purchase: [Empty text box]
- Payment Type: Out of Pocket
- Amount: 0.00 USD
- Comment to Approver: [Empty text box]
- Federal Allowable/Unallowable: Federal Allowable

In cases where you shared the taxi with other Cornell travelers and paid for the taxi service, note the name of the other traveler(s) in the **Additional Information** field.

Note: If the car service was a limousine, please use the **Car Service/Limousine** expense type.

Tolls

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

Use this expense type for any toll charges during your travel.

The screenshot shows the 'New Expense' form with the following fields and values:

- Expense Type: Tolls
- Transaction Date: [Calendar icon]
- Expense Report Type: 1. Domestic Travel
- Report/Trip Purpose: Conference
- Additional Information: [Empty text box]
- Vendor: [Empty text box]
- City of Purchase: [Empty text box]
- Payment Type: Out of Pocket
- Amount: 0.00 USD
- Comment to Approver: [Empty text box]
- Federal Allowable/Unallowable: Federal Allowable

<h3>Train</h3> <p>02. Transportation</p> <ul style="list-style-type: none">AirfareAirline FeesCar RentalCar Rental FuelCar Service/LimousineCharter Bus/TransfersOther Ground TransportationParkingPersonal Car MileageTaxiTollsTrain	<p>Use this expense type for any train service you used during your</p> <div data-bbox="537 260 1446 495"><p>New Expense</p><table border="1"><tr><td>Expense Type Train</td><td>Transaction Date </td><td>Expense Report Type 1. Domestic Travel</td><td>Report/Trip Purpose Conference</td></tr><tr><td>Additional Information</td><td>Vendor</td><td>City of Purchase</td><td>Payment Type Out of Pocket</td></tr><tr><td>Amount 0.00 USD</td><td>Comment to Approver</td><td>Federal Allowable/Unallowable Federal Allowable</td><td></td></tr></table></div> <p>travel.</p>	Expense Type Train	Transaction Date 	Expense Report Type 1. Domestic Travel	Report/Trip Purpose Conference	Additional Information	Vendor	City of Purchase	Payment Type Out of Pocket	Amount 0.00 USD	Comment to Approver	Federal Allowable/Unallowable Federal Allowable	
Expense Type Train	Transaction Date 	Expense Report Type 1. Domestic Travel	Report/Trip Purpose Conference										
Additional Information	Vendor	City of Purchase	Payment Type Out of Pocket										
Amount 0.00 USD	Comment to Approver	Federal Allowable/Unallowable Federal Allowable											

03. Individual Meals

Breakfast, Lunch or Dinner

03. Individual Meals

Breakfast

Dinner

Lunch

Per Diem Adjustment

Use the **Breakfast, Lunch or Dinner** expense type for claiming 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

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.

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.

<p>Per Diem Adjustment</p> <p>Single Day Per Diem</p>	<p>Use this expense type when you need to make adjustments to the Per Diem you are claiming. You can have positive or negative amounts.</p> <div data-bbox="537 422 1451 659"><p>New Expense</p><table border="1"><tr><td>Expense Type Per Diem Adjustment</td><td>Transaction Date 04/26/2017</td><td>Expense Report Type 1. Domestic Travel</td><td>Report/Trip Purpose Conference</td></tr><tr><td>Additional Information</td><td>Vendor</td><td>City of Purchase</td><td>Payment Type Out of Pocket</td></tr><tr><td>Amount USD</td><td>Comment to Approver</td><td>Federal Allowable/Unallowable Federal Allowable</td><td></td></tr></table></div>	Expense Type Per Diem Adjustment	Transaction Date 04/26/2017	Expense Report Type 1. Domestic Travel	Report/Trip Purpose Conference	Additional Information	Vendor	City of Purchase	Payment Type Out of Pocket	Amount USD	Comment to Approver	Federal Allowable/Unallowable Federal Allowable	
Expense Type Per Diem Adjustment	Transaction Date 04/26/2017	Expense Report Type 1. Domestic Travel	Report/Trip Purpose Conference										
Additional Information	Vendor	City of Purchase	Payment Type Out of Pocket										
Amount USD	Comment to Approver	Federal Allowable/Unallowable Federal Allowable											

04. Meals and Entertainment
Group/Business/
Hosted Meal

The screenshot shows the 'New Expense' form with the following fields and values:

Field	Value
Expense Type	Group/Business/Hosted Meal
Transaction Date	04/26/2017
Expense Report Type	1. Domestic Travel
Report/Trip Purpose	Conference
Additional Information	
Vendor	
City of Purchase	
Payment Type	Out of Pocket
Amount	
USD	
Comment to Approver	
Federal Allowable/Unallowable	Federal Allowable

<p>05. Office Expenses</p> <p>Courier/Shipping/ Freight</p>	
<p>Non Capital Computer Equip/Software</p>	
<p>Office Supplies</p>	
<p>Postage</p>	

Printing/Photocopying/ Stationery

New Expense

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

06. Communications

Internet/Online Fees

The screenshot shows the 'New Expense' form with the following fields and values:

- Expense Type: Internet/Online Fees
- Transaction Date: 04/26/2017
- Expense Report Type: 1. Domestic Travel
- Report/Trip Purpose: Conference
- Additional Information: (empty)
- Vendor: (empty)
- City of Purchase: (empty)
- Payment Type: Out of Pocket
- Amount: (empty) USD
- Comment to Approver: (empty)
- Federal Allowable/Unallowable: Federal Allowable

Mobile/Cellular Phone

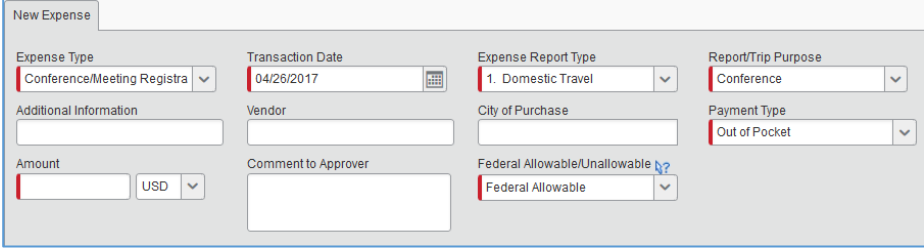
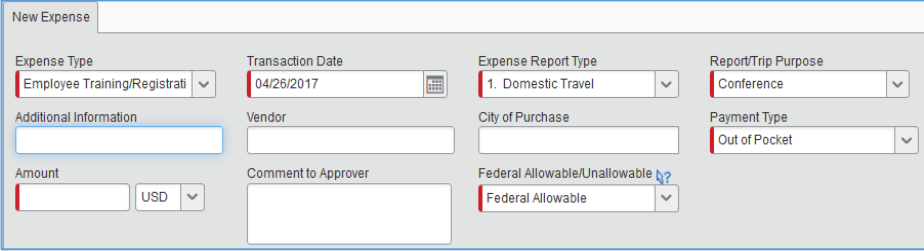
The screenshot shows the 'New Expense' form with the following fields and values:

- Expense Type: Mobile/Cellular Phone
- Transaction Date: 04/26/2017
- Expense Report Type: 1. Domestic Travel
- Report/Trip Purpose: Conference
- Additional Information: (empty)
- Vendor: (empty)
- City of Purchase: (empty)
- Payment Type: Out of Pocket
- Amount: (empty) USD
- Comment to Approver: (empty)
- Federal Allowable/Unallowable: Federal Allowable

Telephone/Fax

The screenshot shows the 'New Expense' form with the following fields and values:

- Expense Type: Telephone/Fax
- Transaction Date: 04/26/2017
- Expense Report Type: 1. Domestic Travel
- Report/Trip Purpose: Conference
- Additional Information: (empty)
- Vendor: (empty)
- City of Purchase: (empty)
- Payment Type: Out of Pocket
- Amount: (empty) USD
- Comment to Approver: (empty)
- Federal Allowable/Unallowable: Federal Allowable

<p>07.Fees</p> <p>Conference/Meeting Registration Fee</p>	
<p>Employee Training/Registration Fees</p>	
<p>Fees – Memberships & Subscriptions</p>	
<p>Travel Agency Fees</p>	

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

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