

Business Purposes

Within the Expense Module, the Business Purpose is used to summarize the official purpose of the travel or expense. The selected business purpose summary is used together with the business purpose details provided by the traveler in the “Expense Justification and Supporting Details” field of the expense report.

There can only be one business purpose per expense report or travel authorization request.

The following table briefly describes each business purpose category:

BUSINESS PURPOSE	DESCRIPTION
Business	Expenses for routine business travel, such as mileage or per diem to attend a meeting, not better classified in a category below.
Conference	Expenses incurred to attend or host a conference, such as airfare or registration.
Fundraising	Expenses incurred for University fundraising, such as mileage or hosted meal.
Job Candidate Hosting	Expenses incurred for hosting job candidates, such as airfare, lodging, hosted meals.
Local Travel – Within headquarter location or surrounding areas	Non-overnight, mileage or day trip meal allowance when traveling within the headquarter city or surrounding area. <i>Expenses can be accumulated and filed on a weekly, bi-weekly, or monthly basis rather than on a per-trip basis.</i>
Professional Development	Expenses incurred by employees for education or job/professional trainings such as tuition, fees, training registration.
Recruiting	Expenses incurred for recruiting employees and students to the University such as airfare, hosted meals.
Relocation	Expenses incurred for employee relocation such as household moving, stipend, temporary lodging.
Research	Expenses incurred for research or research related activities including fieldwork or faculty presentation of papers, speaking engagements, etc. such as airfare, truck rental, M&IE per diem.
Study Abroad & International Education Programs	Expenses incurred by travelers (faculty or students) for study abroad or other international education program such as airfare, lodging, hosted meals, etc.
Student Travel	Expenses incurred by students for business (conferences, etc.) or educational (field trips, etc.) travel such as airfare, lodging. <i>Does not include Study Abroad or International Education Programs.</i> See Study Abroad & International Programs. <i>Employee expenses to accompany students select from other business purpose categories.</i>
Team Travel	Expenses for sport team travel such as airfare, hosted meals, lodging.
Non-Travel	Non-Travel related expense reimbursement for low dollar purchases allowed by purchasing policy.