In the Expense Module, account codes are automatically determined by selecting the appropriate Expense Type and Billing Type for each expense line. The Expense Type selected also drives the required field completion in the Expense Details panel.

EXPENSE TYPE	EXPENSE TYPE DETAIL PAGE ENTRY	ACCOUNT CODES		
		In-State	Out-of-State	Foreign
Air – Baggage Fees Airline baggage or equipment fees. If additional baggage beyond the first piece and/or overweight/oversized baggage.	**Description:** Required explanation for additional cost of more than one checked bag or if overweight.	2800	2801	2802
Airfare Commercial coach/economy or charter air carrier tickets, including allowable charges for seat assignments.	**Ticket Number:** Enter the Ticket Number. **Merchant:** Select the merchant from the Preferred drop-down menu or enter the merchant name in the Non-preferred field.	2800	2801	2802
Airfare Change/Cancel Penalty Charges imposed by the airline to change, re-issue or cancel tickets.	**Merchant:** Select merchant name from the preferred drop-down menu or enter the merchant name in the Nonpreferred field. **Description:** Enter explanation for how change/cancel penalty was incurred.	2800	2801	2802

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Athletics Pre/Post Game Meal Athletics Use Only: Team pre/post game meals and snacks, including tax, gratuity and/or service charges	**Number of People**: Enter the number of attendees. **Location:** Enter the city/state where the meal expense was incurred. **Description:** Enter explanation **Add Additional Attendees:** Enter the names of additional attendees including their affiliation with the UW and their titles.	2860	2861	2862
Athletics Meals Athletics Use Only: Meals for team or recruit students including tax, gratuity and/or service charges.	**Number of People**: Enter the number of attendees. **Location:** Enter the city/state where the meal expense was incurred. **Description:** Enter explanation **Add Additional Attendees:** Enter the names of additional attendees including their affiliation with the UW and their titles.	2860	2861	2862
Books	**Description:** Enter explanation	3100	3100	3100

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Computer Hardware	**Description:** Enter description of what was purchased **Merchant:** Enter the merchant's name	3194	3194	3194
Computer Software	**Description:** Enter description of what was purchased **Merchant:** Enter the merchant's name	3150	3150	3150

In the Expense Module, account codes are automatically determined by selecting the appropriate Expense Type and Billing Type for each expense line. The Expense Type selected also drives the required field completion in the Expense Details panel.

Day Trip Meal Allowance (Tax Reportable) $15.00 discretionary maximum when travelers are expected to incur meal costs without provided meals or overnight stay.	**Location:** Enter the city/state where the expense was incurred. **Description:** Travel that does not include an overnight stay will be limited to a tax reportable day trip meal allowance of $15 per day when the approving authority expects the traveler to incur meal expenses **Location Amount:** Flat amount of $15.00 can be claimed.	2863	2864	N/A
Event - Audio Visual (AV) Equipment Costs for the rental of audio visual equipment or related technologies (Wi-Fi, screens, microphones, etc.) for the purpose of hosting a University sponsored event, Official Function, or educational program such as a conference, reception, workshop, etc., with multiple attendees from both inside and outside the University.	**Merchant:** Enter the merchant name in the Non-preferred field. **Location:** Enter the city/state where the event was held. **Description:** Provide a business justification for expenses incurred and specify what type of event was held (reception, conference, etc.).	2894		

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Event – Catering Cost of food/beverage, allowable decorations, service fees, gratuities or delivery fees related to hosting a University sponsored event, Official Function, or educational program such as a conference, reception, workshop, etc., with multiple attendees from both inside and outside the University. See Hosted Meals for meal purchases that are not University Sponsored Event related.	**Number of People:** Enter the number of attendees. **Merchant:** Enter the merchant name in the Non-preferred field. **Location:** Enter the city/state where the event was held. **Description:** Provide a business justification for event expenses incurred and specify what type of event was held (reception, conference, etc.). If a meal was served, indicate breakfast, lunch or dinner. Indicate whether or not a fee was collected from attendees. **Add Additional Attendees:** Enter the names of additional attendees including their affiliation with the UW and their titles.	2893		
Event - Meeting Space Costs for meeting space or room rental for the purpose of hosting a University sponsored event Official Function or educational program, such as a conference, reception, workshop etc., with multiple attendees from both inside and outside the University.	**Merchant:** Enter the merchant name in the Non-preferred field. **Location:** Enter the city/state where the event was held. **Description:** Provide a business justification for expenses incurred and specify what type of event was held (reception, conference, etc.).	2895		

In the Expense Module, account codes are automatically determined by selecting the appropriate Expense Type and Billing Type for each expense line. The Expense Type selected also drives the required field completion in the Expense Details panel.

Gas for Vehicle Rental/Fleet Purchase of fuel for: Rental vehicles Fleet vehicles when State/UW fuel card is not accepted	**Location:** Enter the city/state where the expense was incurred. **Description:** Provide a purpose for the fuel purchase and indicate the type of vehicle that was used rental or fleet. For Fleet, explain why the provided fuel card was not used.	2810	2811	2812
Lodging – Group Lodging accommodations for group stays paid on one invoice. Including tax and other allowable fees when nonexempt.	**Number of Nights:** Enter the number of nights the travelers stayed. **Number of People:** Enter the number of attendees. **Merchant:** Enter merchant name. **Location:** Enter the city/state where the expense was incurred. **Description:** Provide the name(s) and affiliation(s) of all individuals included in the lodging payment. Indicate single, double, triple or quad room type for calculation of maximum per person. **Location Amount Exceeded (if applicable):** Provide justification/explanation for exceeding the allowable maximum lodging rate for the location provided.	2850	2851	2852

In the Expense Module, account codes are automatically determined by selecting the appropriate Expense Type and Billing Type for each expense line. The Expense Type selected also drives the required field completion in the Expense Details panel.

Lodging – Individual Lodging accommodations for individual stays paid on one invoice. Including tax and other allowable fees when nonexempt.	**Number of Nights:** Enter the number of nights the traveler stayed. **Merchant:** Enter merchant name. **Location:** Enter the city/state where the expense was incurred. **Location Amount Exceeded (if applicable):** Provide justification/explanation for exceeding the allowable maximum lodging rate for the location provided.	2850	2851	2852
Lodging – Student Lodging accommodations for student stays paid on one invoice. Including tax and other allowable fees when nonexempt.	**Description:** Provide the physical address of the lodging facility. **Number of Nights:** Enter the number of nights the travelers stayed. **Merchant:** Enter merchant name. **Number of People:** Enter the number of attendees. **Location:** Enter the city/state where the expense was incurred. **Location Amount Exceeded (if applicable):** Provide justification/explanation for exceeding the allowable maximum lodging rate for the location provided.	2853	2854	2855

In the Expense Module, account codes are automatically determined by selecting the appropriate Expense Type and Billing Type for each expense line. The Expense Type selected also drives the required field completion in the Expense Details panel.

Meal & Incidental Expense (M&IE) Per Diem M&IE per diem allowance reimbursed to travelers for overnight travel based on location of stay. Includes required deductions for first/ last days of travel and any provided meals. **Note:** *Select Day Trip Meal Allowance for meal costs in connection with same day travel (no overnight lodging involved).*	**Location:** Enter the city/state where the expense was incurred. **Description:** Per Diem deductions for first and last day of travel and provided meals. **Location Amount:** Cannot claim more than the per diem amount.	2860	2861	2862
Meals – Hosted Meals purchased on behalf of others for business meetings, trainings, business dinners, including meal money disbursements for students. Including gratuity and tax.	**Number of People:** Enter the number of attendees. **Location:** Enter the city/state where the expense was incurred. **Description:** Provide a business purpose for the purchase and indicate which meal was served (breakfast, lunch or dinner). **Add Additional Attendees:** Enter the names of additional attendees including their affiliation with the UW and their titles (or include a list of attendees in the receipt packet).	2860	2861	2862

In the Expense Module, account codes are automatically determined by selecting the appropriate Expense Type and Billing Type for each expense line. The Expense Type selected also drives the required field completion in the Expense Details panel.

Memberships	**Description:** Enter description of what the membership is for	3730	3730	3730
Mileage Reimbursement for miles driven in a privately owned vehicle while conducting UW business.	**Transportation ID:** Select the appropriate Transportation ID from the drop-down menu. **Miles:** Enter the number of miles traveled round trip. **Originating Location:** Enter the originating city/state. **Destination Location:** Enter the destination city/state. **Description:** Enter information used to determine Transportation ID. Include addresses of originating/destination locations and any additional stops.	2830	2831	2832

In the Expense Module, account codes are automatically determined by selecting the appropriate Expense Type and Billing Type for each expense line. The Expense Type selected also drives the required field completion in the Expense Details panel.

Misc. – Purchases/ Supplies Low dollar, best judgment UW business-related purchases such as books, shipping, etc. ***Note:** These expenses may or may not be connected with travel.*	**Merchant:** Enter the merchant name in the Non-preferred field. **Location:** Enter the city/state where the expense was incurred. **Description:** Provide the UW business purpose and description of the purchase.	3101	3101	3101
Parking Parking charges incurred while conducting UW business.	**Location:** Enter the city/state where the expense was incurred. **Description:** Enter the reason for incurred parking fees.	2870	2871	2872
Printing/Publications	**Description:** Enter description of what the printing or publications are and their purpose.	2670	2675	2675
Registration Fee Fees charged to attend an event such as a conference, workshop, seminar, training or meeting.	**Location:** Enter the city/state where the expense was incurred. **Description:** Provide the name of the event and identify what is included (meals, etc.) in the fee. **Merchant:** Enter merchant name.	2840	2841	2842

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Relocation – Direct Moving Costs (Tax Reportable) Direct costs (i.e. van line, packing/unpacking, rental truck/trailer for self-move, etc.) to move household contents/personal effects from the old primary residence to the new primary residence.	**Originating Location:** Enter the city/state that the individual is relocating from. **Location:** Enter the city/state that the individual is relocating to. **Description:** If a non-contract vendor is chosen, provide justification.	2880	2881	N/A
Relocation – Stipend (Tax Reportable) Pre-payment to employee for costs related to relocation.	Attached letter from appointing authority preauthorizing the stipend award.	2884	2884	2884
Relocation – Temporary Lodging (Tax Reportable) Up to 45 days temporary lodging, at the new headquarters.	**Number of Nights:** Enter the number of nights the traveler stayed. **Merchant:** Enter merchant name. **Location:** Enter the city/state that the individual is relocating to.	2883	2883	2883

In the Expense Module, account codes are automatically determined by selecting the appropriate Expense Type and Billing Type for each expense line. The Expense Type selected also drives the required field completion in the Expense Details panel.

Shipping	**Description:** Enter what the shipping charges are for.	3710	3710	3710
Subscriptions	**Description:** Enter description of what the subscription is for and the purpose.	3720	3720	3720
Taxi/Subway/City Bus, etc. Local transportation charges for taxi, car share service (i.e. Uber) shuttle, city bus, ferry, subway, and commuter rail, etc. including related gratuities.	**Location:** Enter the city/state where the expense was incurred. **Description:** Indicate the type of transportation used, the originating location and destination.	2820	2821	2822
Tolls	**Description:** Enter the information on where the tolls were paid.	2870	2871	2872

In the Expense Module, account codes are automatically determined by selecting the appropriate Expense Type and Billing Type for each expense line. The Expense Type selected also drives the required field completion in the Expense Details panel.

Train/Bus/Other Long Distance Long-distance transportation charges (non-airfare) such as bus, train, etc. and related gratuities.	**Description:** Indicate the type of transportation used, the originating location and destination.	2820	2821	2822
Training/Dev-Job Payments on behalf of employees *or* reimbursements to employees for costs related job-related training not classified as tuition.	**Merchant:** Enter the merchant name in the Non-preferred field. **Location:** Enter the city/state where the expense was incurred. **Description:** Indicate the name of the course taken and whether it is for graduate or undergraduate credit.	2184	2184	2184
Travel Agency Service Fee Reservation or service fee charges paid to travel agencies, tour operators or coordinators, and other travel related suppliers for making reservations or coordinating travel, tours, etc.	**Description:** Enter explanation for required services. **Merchant:** Enter merchant name.	2896		

In the Expense Module, account codes are automatically determined by selecting the appropriate Expense Type and Billing Type for each expense line. The Expense Type selected also drives the required field completion in the Expense Details panel.

Travel Miscellaneous Allowable travel related expenses not identified by specific expense type or included as part of M&IE per diem (tolls, internet, visa fees, currency conversion fees, etc.)	**Location:** Enter the city/state where the expense was incurred. **Description:** Provide a description of the expense(s) and the reason the expense was incurred. **Merchant:** Enter merchant name.	2870	2871	2872
Travel Reduction Reduces the **overall** expense report to a fixed dollar/budget amount for a trip.	Entry requires a reason be included in the justification/explanation field of the expense report.	2899	2899	2899
Tuition & Training Development-Career Related Tuition and Training fees related to taking a class or course a UW campus or other accredited University, Technical College, etc.) for the purpose of meeting the minimum educational requirements for a job or will qualify the employee for a new trade or business. ***Reimbursement is post completion and may be tax reportable.***	**Merchant:** Enter the merchant name in the Non-preferred field. **Location:** Enter the city/state where the expense was incurred. **Description:** Indicate the name of the course taken and whether it is for graduate or undergraduate credit.	2180	2180	2180

In the Expense Module, account codes are automatically determined by selecting the appropriate Expense Type and Billing Type for each expense line. The Expense Type selected also drives the required field completion in the Expense Details panel.

Vehicle Rental Cost of renting a vehicle to conduct UW business, including relocation.	**Merchant:** Select the merchant from the Preferred drop-down menu or enter the name of a non-contract vendor in the Non-preferred field. **Location:** Enter the city/state where the expense was incurred. **Description:** Enter a business purpose for the use of the rental vehicle. If an oversized vehicle was rented, include a business justification. **Non-Preferred Merchant:** If a non-contract vendor was chosen, provide a justification.	2810	2811	2812
Visa/Passport	**Description:** Required explanation of what the visa / passport is needed for.	2870	2871	2872