

## EXPENSE TYPES AND ASSOCIATED ACCOUNT CODES

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

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

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<p><b>Day Trip Meal Allowance (Tax Reportable)</b></p> <p>\$15.00 discretionary maximum when travelers are expected to incur meal costs without provided meals or overnight stay.</p>	<p><b>Location:</b> Enter the city/state where the expense was incurred.</p> <p><b>Description:</b> 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. No day trip meal allowance will be paid when the traveler receives a provided meal, regardless of amount.</p> <p><b>Location Amount:</b> Flat amount of \$15.00 can be claimed</p>	2863	2864	N/A
<p><b>Event – Catering</b></p> <p>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.</p> <p>See Hosted Meals for meal purchases that are not University Sponsored Event related.</p>	<p><b>Number of People:</b> Enter the number of attendees.</p> <p><b>Merchant:</b> Enter the merchant name in the Non-preferred field.</p> <p><b>Location:</b> Enter the city/state where the event was held.</p> <p><b>Description:</b> 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.</p> <p><b>Add Additional Attendees:</b> Enter the names of additional attendees including their affiliation with the UW and their titles.</p>	2893		

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<p><b>Event - Audio Visual (AV) Equipment</b></p> <p>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.</p>	<p><b>Merchant:</b> Enter the merchant name in the Non-preferred field.  <b>Location:</b> Enter the city/state where the event was held.  <b>Description:</b> Provide a business justification for expenses incurred and specify what type of event was held (reception, conference, etc.).</p>	2894		
<p><b>Event - Meeting Space</b></p> <p>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.</p>	<p><b>Merchant:</b> Enter the merchant name in the Non-preferred field.  <b>Location:</b> Enter the city/state where the event was held.  <b>Description:</b> Provide a business justification for expenses incurred and specify what type of event was held (reception, conference, etc.).</p>	2895		

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<p><b>Gas - Vehicle Rental/Fleet</b></p> <p>Purchase of fuel for: Rental vehicles Fleet vehicles when State/UW fuel card is not accepted</p>	<p><b>Location:</b> Enter the city/state where the expense was incurred. <b>Description:</b> 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.</p>	2810	2811	2812
<p><b>Lodging – Group</b></p> <p>Lodging accommodations for group stays paid on one invoice. Including tax and other allowable fees when nonexempt.</p>	<p><b>Number of Nights:</b> Enter the number of nights the travelers stayed. <b>Number of People:</b> Enter the number of attendees. <b>Merchant:</b> Select the merchant from the Preferred drop-down menu or enter the merchant name in the Non-preferred field. <b>Location:</b> Enter the city/state where the expense was incurred. <b>Description:</b> 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.</p>	2850	2851	2852

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<p><b>Lodging – Individual</b></p> <p>Lodging accommodations for individual stays paid on one invoice. Including tax and other allowable fees when nonexempt.</p>	<p><b>Number of Nights:</b> Enter the number of nights the traveler stayed.</p> <p><b>Merchant:</b> Select the merchant from the Preferred drop-down menu or enter the merchant name in the Non-preferred field. <b>Location:</b> Enter the city/state where the expense was incurred.</p> <p><b>Location Amount (if applicable):</b> Provide justification/explanation for exceeding the allowable maximum lodging rate for the location provided.</p>	2850	2851	2852
<p><b>Meals – Hosted</b></p> <p>Meals purchased on behalf of others for business meetings, trainings, business dinners, including meal money disbursements for students. Including gratuity and tax.</p>	<p><b>Number of People:</b> Enter the number of attendees.</p> <p><b>Location:</b> Enter the city/state where the expense was incurred.</p> <p><b>Description:</b> Provide a business purpose for the purchase and indicate which meal was served (breakfast, lunch or dinner). <b>Add Additional Attendees:</b> 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).</p>	2860	2861	2862

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<p><b>Meal &amp; Incidental Expense (M&amp;IE) Per Diem</b></p> <p>M&amp;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.</p> <p><i><b>Note:</b> Select Day Trip Meal Allowance for meal costs in connection with same day travel (no overnight lodging involved).</i></p>	<p><b>Location:</b> Enter the city/state where the expense was incurred.</p> <p><b>Description:</b> Per Diem deductions for first and last day of travel and provided meals. <b>Location Amount:</b> Cannot claim more than the per diem amount.</p>	2860	2861	2862
<p><b>Mileage</b></p> <p>Reimbursement for miles driven in a privately owned vehicle while conducting UW business.</p>	<p><b>Transportation ID:</b> Select the appropriate Transportation ID from the drop-down menu.</p> <p><b>Miles:</b> Enter the number of miles traveled round trip.</p> <p><b>Originating Location:</b> Enter the originating city/state.</p> <p><b>Destination Location:</b> Enter the destination city/state.</p> <p><b>Description:</b> Enter information used to determine Transportation ID. Include addresses of originating/destination locations and any additional stops.</p>	2830	2831	2832

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<p><b>Misc. – Purchases/Supplies</b></p> <p>Low dollar, best judgment UW business-related purchases such as books, shipping, etc.</p> <p><i>*Note: These expenses may or may not be connected with travel.</i></p>	<p><b>Merchant:</b> Enter the merchant name in the Non-preferred field.</p> <p><b>Location:</b> Enter the city/state where the expense was incurred.</p> <p><b>Description:</b> Provide the UW business purpose and description of the purchase.</p>	3101	3101	3101
<p><b>Parking</b></p> <p>Parking charges incurred while conducting UW business.</p>	<p><b>Location:</b> Enter the city/state where the expense was incurred.</p> <p><b>Description:</b> Enter the reason for incurred parking fees.</p>	2870	2871	2872
<p><b>Registration Fee</b></p> <p>Fees charged to attend an event such as a conference, workshop, seminar, training or meeting.</p>	<p><b>Location:</b> Enter the city/state where the expense was incurred.</p> <p><b>Description:</b> Provide the name of the event and identify what is included (meals, etc.) in the fee.</p>	2840	2841	2842
<p><b>Relocation – Direct Moving Costs (Tax Reportable)</b></p> <p>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.</p>	<p><b>Originating Location:</b> Enter the city/state that the individual is relocating from. <b>Merchant:</b> Select the merchant from the Preferred drop-down menu or enter the name of a non-contract vendor in the Nonpreferred field.</p> <p><b>Location:</b> Enter the city/state that the individual is relocating to.</p> <p><b>Description:</b> If a non-contract vendor is chosen, provide justification.</p>	2880	2881	N/A



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<p><b>Relocation – Stipend (Tax Reportable)</b></p> <p>Pre-payment to employee for costs related to relocation.</p>	<p>Attached letter from appointing authority preauthorizing the stipend award.</p>	2884	2884	2884
<p><b>Relocation – Temporary Lodging (Tax Reportable)</b></p> <p>Up to 45 days temporary lodging, at the new headquarters.</p>	<p><b>Number of Nights:</b> Enter the number of nights the traveler stayed.  <b>Merchant:</b> Select the merchant from the Preferred drop-down menu or enter the merchant name in the Non-preferred field.  <b>Location:</b> Enter the city/state that the individual is relocating to.</p>	2883	2883	2883
<p><b>Taxi/Subway/City Bus, etc.</b></p> <p>Local transportation charges for taxi, car share service (i.e. Uber) shuttle, city bus, ferry, subway, and commuter rail, etc. including related gratuities.</p>	<p><b>Location:</b> Enter the city/state where the expense was incurred.  <b>Description:</b> Indicate the type of transportation used, the originating location and destination.</p>	2820	2821	2822

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<p><b>Train/Bus/Other Long Distance</b></p> <p>Long-distance transportation charges (non-airfare) such as bus, train, etc. and related gratuities.</p>	<p><b>Description:</b> Indicate the type of transportation used, the originating location and destination</p>	2820	2821	2822
<p><b>Travel Agency Service Fee</b></p> <p>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.</p>	<p><b>Description:</b> Enter explanation for required services <b>Merchant:</b> Enter merchant name</p>	2896		
<p><b>TravelMiscellaneous</b></p> <p>Allowable travel related expenses not identified by specific expense type or included as part of M&amp;IE per diem (tolls, internet, visa fees, currency conversion fees, etc.)</p>	<p><b>Location:</b> Enter the city/state where the expense was incurred. <b>Description:</b> Provide a description of the expense(s) and the reason the expense was incurred.</p>	2870	2871	2872

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<p><b>Travel Reduction</b></p> <p>Reduces the <b>overall</b> expense report to a fixed dollar/budget amount for a trip.</p>	<p>Entry requires a reason be included in the justification/explanation field of the expense report.</p>	2899	2899	2899
<p><b>Tuition &amp; Training Development-Career Related</b></p> <p>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.</p> <p><b>Reimbursement is post completion and may be tax reportable.</b></p>	<p><b>Merchant:</b> Enter the merchant name in the Non-preferred field.  <b>Location:</b> Enter the city/state where the expense was incurred.  <b>Description:</b> Indicate the name of the course taken and whether it is for graduate or undergraduate credit.</p>	2180	2180	2180
<p><b>Training &amp; Development-Job Related</b></p> <p>Payments on behalf of employees <b>or</b> reimbursements to employees for costs related job-related training not classified as tuition.</p>	<p><b>Merchant:</b> Enter the merchant name in the Non-preferred field.  <b>Location:</b> Enter the city/state where the expense was incurred.  <b>Description:</b> Indicate the name of the course taken and whether it is for graduate or undergraduate credit.</p>	2184	2184	2184

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<p><b>Vehicle Rental</b></p> <p>Cost of renting a vehicle to conduct UW business, including relocation.</p>	<p><b>Merchant:</b> Select the merchant from the Preferred drop-down menu or enter the name of a non-contract vendor in the Non-preferred field.</p> <p><b>Location:</b> Enter the city/state where the expense was incurred.</p> <p><b>Description:</b> Enter a business purpose for the use of the rental vehicle. If an oversized vehicle was rented, include a business justification.</p> <p><b>Non-Preferred Merchant:</b> If a non-contract vendor was chosen, provide a justification.</p>	2810	2811	2812
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