

Expense Item	Spend Authorization		Expense Report			
	Include estimated cost in Total Amount for Business Travel Expense Item?	Cash Advance allowed if necessary	Link to Spend Authorization?	Attachment Requirements	Business Purpose <i>ONLY Required on HEADER page if NOT linked to Spend Authorization</i>	Memo Line <i>For Expense Line Items where Memo is Required</i>
<b>Airfare</b>	Yes	Yes*	Yes	Receipt	N/A	Not required
<b>Business Travel</b>	MUST be 1 <sup>st</sup> Expense Item for ALL Requests	No	Not allowed as Exp. Item on Expense Report so N/A			
<b>Conference/Sem</b>	Yes	Yes*	Yes	Receipt	N/A	Not required
<b>Fees</b>	Yes	No	Yes	Receipt(s)	N/A	Type of Fees <i>(ie. Baggage, Parking)</i>
<b>Fuel</b> <i>(only use if fuelman card didn't work)</i>	N/A		No	Receipt ICN is also Required as "Additional Worktag"	Local Travel & Fees	"Fuelman Card not Working"
			OR Yes		N/A	
<b>Ground Transp.**</b>	Yes	No	Yes	Receipt(s)	N/A	Type and Points of Travel <i>(ie. Tax from hotel to airport)</i>
<b>Hotel</b>	Yes	Yes*	Yes	Receipt	N/A	Not required
<b>Mileage – Local</b> <i>(day-to-day work related travel in personal vehicle)</i>	N/A		No	Mileage Log	Local Travel & Fees	Period of Travel <i>(ie. April 2022 or 2/1/22-3/30/22)</i>
<b>Mileage – Non-Local</b>	Yes	No	Yes	N/A	N/A	Not required
<b>Per Diem – Meals**</b>	Yes	Yes*	Yes	Receipt(s)	N/A	Not required
<b>Professional Develop</b>	Yes	Yes*	Yes	Receipt	N/A	Not required
<b>Professional Memberships</b>	N/A		No	Receipt	Local Travel & Fees	Bar or Membership #
<b>Subscriptions</b>	N/A		No	Receipt	Local Travel & Fees	Subscription Type
<b>Tips**</b>	N/A		Yes	<i>Only Add "Tips" in ITEMIZATION Section and ONLY for Meals or Ground Transportation when tip was paid</i>		
<b>Virtual Professional Development</b> <i>(could also be used for reimbursement of local prof development)</i>	N/A		No	Receipt	Select most relevant option: • Certifications/Prof Exams • Conference/Seminar, or • Continuing Education	Name of Professional Development

\* If Cash Advance is necessary for allowed Expense Item, you will need to +ADD an Expense Line for that Item IN ADDITION to Business Travel

\*\* DO NOT USE ITEMIZATION SECTION UNLESS A TIP WAS PAID – SO ONLY FOR MEALS OR GROUND TRANSPORTATION WHERE TIP IS PAID