

Expense types available for submitting an expense report are categorized into six sections. All expense types require an itemized receipt, with the exception of mileage/personal car and personal expense.

Use the search box if needed to locate an expense type.

Expense Type

1. Transportation
2. Travel Expenses
3. Food/Meals
4. Mileage
5. Office Expenses & Supplies
6. Other

New Expense
Available Receipts

Expense Type

*To create a new expense, click the appropriate expense type below or type the expense type in the field above. To edit an existing expense, click the expense on the left side of the page.*

All Expense Types

<p><b>01. Transportation</b></p> <ul style="list-style-type: none"> <li>Airfare (commercial ticket)</li> <li>Bus Rental</li> <li>Car Rental</li> <li>Fuel/Gas</li> <li>Plane (state/private/rented/chartered)</li> <li>Taxi/Shuttle/Train/Bus</li> </ul>	<p><b>...02. Travel Expenses</b></p> <ul style="list-style-type: none"> <li>Rental of Conf Facilities</li> </ul> <p><b>03. Food/Meals</b></p> <ul style="list-style-type: none"> <li>Groceries (in lieu of meal)</li> <li>Meal (including tip)</li> <li>Meals One Day Travel</li> <li>Official Func Exp-Agenda/Names</li> </ul> <p><b>04. Mileage</b></p> <ul style="list-style-type: none"> <li>Mileage/Personal Car</li> </ul> <p><b>05. Office Expenses &amp; Supplies</b></p> <ul style="list-style-type: none"> <li>Copy Charges</li> </ul>	<p><b>...05. Office Expenses &amp; Supplies</b></p> <ul style="list-style-type: none"> <li>Educational Supplies</li> <li>Office Supplies</li> <li>Research/Lab Supplies</li> <li>Supplies (Auto &amp; Repair)</li> </ul> <p><b>06. Other</b></p> <ul style="list-style-type: none"> <li>Baggage &amp; Airport Fees</li> <li>Incidentals</li> <li>Job Applicant</li> <li>Laundry/Dry Cleaning</li> </ul>	<p><b>...06. Other</b></p> <ul style="list-style-type: none"> <li>Misc Travel-parking/tolls/etc</li> <li>Phone/Fax/Internet</li> <li>Registration/Conf Fees</li> <li>Subscriptions/Fees/Dues</li> <li>Subsistence/Student Exp</li> <li>Visa/Vaccinations (if required)</li> <li>Personal Expense</li> </ul>
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