



Applicable report type



Not applicable report type

Expense Type		Business Travel/Off-Campus Purchases		Campus/Base Location Purchases	
		Report Type		Report Type	
		Travel Report	Non-Travel Report	Travel Report	Non-Travel Report
Office Expenses	Office Supplies; Printing, Photocopying, Stationery; Reproduction & Printing	★			★
	Mail & Postage Service (Bulk); Freight & Shipping	★			★
Supplies *	Coffee/Water Services; Promotional Items; Computer Supplies/Equipment	★			★
	Research Supplies; Animal Research Supplies; Facilities/Maintenance Supplies		⊘		★
Services	Field trips/Excursions		⊘		★
	Marketing & Promotion; Hardware Maintenance; Software Maintenance		⊘		★
Libraries	Library Books (Electronic, Printed); Library Periodicals (Electronic, Electronic One Time, Printed); Other Media (Music, Rare Books)		⊘		★

*The University always encourages the use of **Guided BUying** to make supply purchases

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		Report Type		Report Type	
		Travel Report	Non-Travel Report	Travel Report	Non-Travel Report
Misc.	Article Publication Fee; Books/Periodicals; Professional Subscriptions/Dues	★			★
Telecom	Telecom Usage; Telecom Equipment		⊘		★
Facilities/ Facilities Service	Equipment Rental (Lease); Routine Permits Inspections (Fees);		⊘		★
	Major Construction Permits (Fees); Permits; Unclassified Expense (Facilities Only)		⊘		★
	Facilities Maintenance; Rubbish		⊘		★
Travel Expenses	Accommodations; Daily Allowances; Hotel Internet Fees; Hotel Phone/Fax, Hotel Tax, Travel Incidentals; Travel Laundry, Misc. Travel	★		★	
Transportation	Airfare, Airline Fees	★		⊘	
	Car Rental, Mileage, Fuel, Parking/Meters, Public Transportation, Taxi, Tolls/Road Charges, Train Fare	★			★

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		Report Type		Report Type	
		Travel Report	Non-Travel Report	Travel Report	Non-Travel Report
Meals	Meals for business/staff meetings, Individual meals	★			★
	Alcohol & Food for Departmental Event	★			★
	Catering Services **		★		★
	Food, Liquor & Entertainment Licenses		★		★
	Non-Alcoholic Beverages		★		★
Fees	Conference Registrations	★			★
	Credit Card Fee	★			★
	Currency Exchange Fees; Passport/Visa Fees	★		★	
	Dues & Memberships; Licenses		★		★
	Parking Licenses & Fees	★			★
Misc.	Advertising/Public Relations				★

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Determining Expense Report Type in Concur Travel vs. Non-Travel



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		Report Type		Report Type	
		Travel Report	Non-Travel Report	Travel Report	Non-Travel Report
Misc.	Fraudulent/Disputed Transactions & Refunds	★			★
Misc.	Materials; Laundry & Uniforms	★			★
Misc.	Non-Reimbursable Personal Expense	★	★	★	★
Misc.	Tips/Gratuities	★			★
Misc.	Human Subject Recruitment Advertising; Study Subject Payments		⊘		★
Misc.	Moveable Capital Equipment; Non-Capital/Minor Equipment		⊘		★
Misc.	Software License		⊘		★
Misc.	Flowers	★			★
Misc.	Gifts	★			★
Misc.	Sponsored Research Allowed Child Care		⊘		★

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