OFFICIAL FUNCTION EXPENSE

Travel Quick Reference Guide

Updated December 12, 2019

TRAVEL APPLICATION

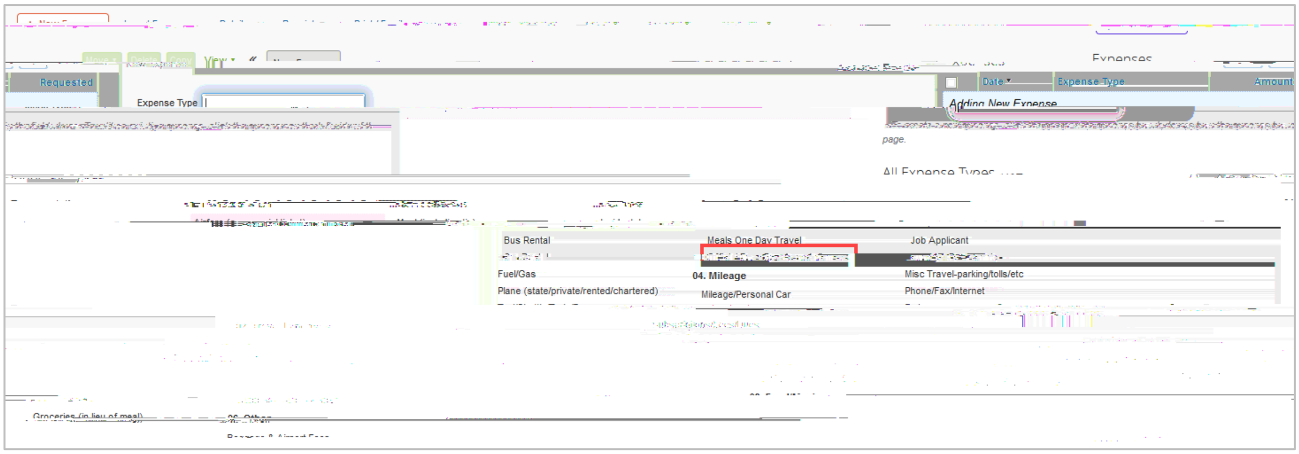
Expense

HELPFUL HINTS

- An official function must include all attendees on the attendee list, including the traveler submitting the expense report.
- Expenses for official functions, conferences, hearings, interviews or group meetings while in travel status are allowed for various business purposes.
- The business purpose, an agenda and a list of attendees including the place of employment/headquarter city if attendees are university or state college employees must be provided in addition to the required receipts for approval.
    - Additional information (e.g.; meeting agenda) can be added to the overall expense report by selecting the Details ▾ dropdown and selecting *Attach Receipt Images*.
- Expenses should be reasonable for the business purpose, specific function and the number of individuals in attendance.

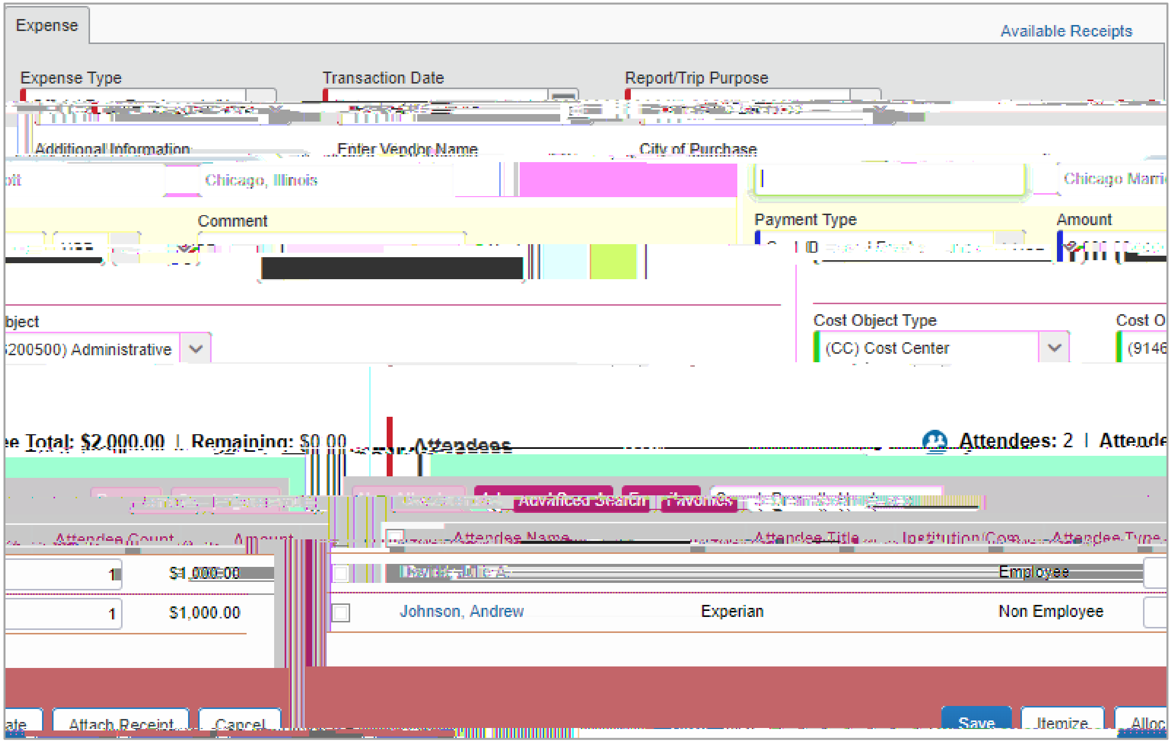
PROCEDURE

1. Click on *Official Func Exp-Agenda/Names* from the expense type.


Requested
Expense Type
Expenses
Date ▾
Expense Type
Amount
Adding New Expense
page.
All Expense Types
Bus Rental
Meals One Day Travel
Job Applicant
Fuel/Gas
04. Mileage
Misc Travel-parking/tolls/etc
Plane (state/private/rented/chartered)
Mileage/Personal Car
Phone/Fax/Internet
Groceries (in lieu of meal)
06. Other

2. Enter the required expense information on the top half of the screen.

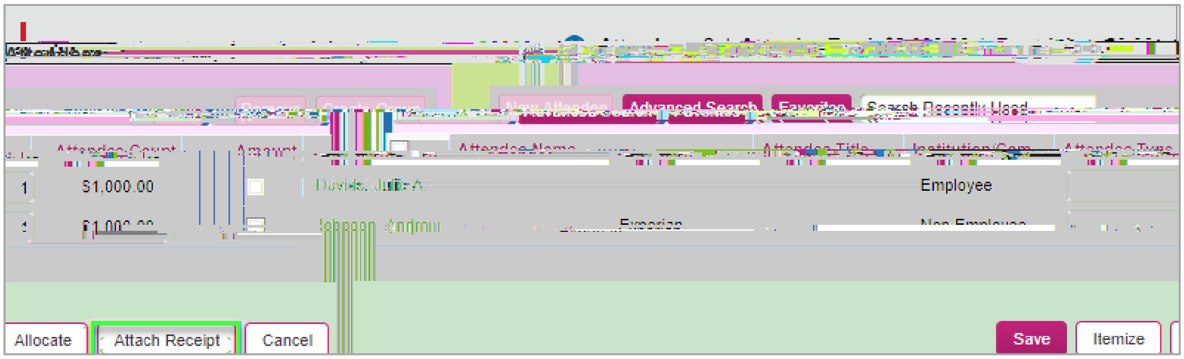
OFFICIAL FUNCTION E



Expense
Available Receipts
Expense Type
Transaction Date
Report/Trip Purpose
Additional Information
Enter Vendor Name
City of Purchase
Chicago, Illinois
Chicago Marri
Comment
Payment Type
Amount
bject
200500) Administrative
Cost Object Type
(CC) Cost Center
Cost O
(9146
e Total: $2,000.00 | Remaining: $0.00
Attendees
Attendees: 2 | Attende
Advanced Search
Favorites
Attendee Count
Amount
Attendee Name
Attendee Title
Institution/Com
Attendee Type
Save
Itemize
Alloc
ate
Attach Receipt
Cancel

Attendee Count	Amount	Attendee Name	Attendee Title	Institution/Com	Attendee Type
1	$1,000.00	Davids, Julie A			Employee
1	$1,000.00	Johnson, Andrew		Experian	Non Employee

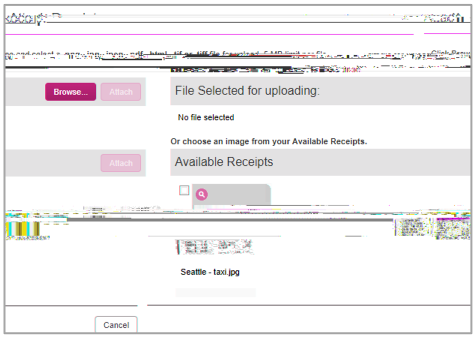
9. Click on attach receipt to add a receipt to the expense.



Attendees
Remove
Create Group
New Attendee
Advanced Search
Favorites
Search Recently Used
Attendee Count
Amount
Attendee Name
Attendee Title
Institution/Com
Attendee Type
Allocate
Attach Receipt
Cancel
Save
Itemize

Attendee Count	Amount	Attendee Name	Attendee Title	Institution/Com	Attendee Type
1	$1,000.00	Davids, Julie A			Employee
1	$1,000.00	Johnson, Andrew		Experian	Non Employee

10. Browse for receipt to upload from a computer or use an available receipt.



Browse...
Attach
File Selected for uploading:
Attach
Available Receipts
Cancel

No file selected

Or choose an image from your Available Receipts.

Seattle - taxi.jpg

11. When finished, click on save.

12. The expense type has been saved and icons indicate required information i0 g0 9/F2 11.11.04 Tf1 0 0 1

ADD A GROUP LIST

1. Select *Group-List Attached* from the dropdown menu.

2. Enter the event name and click on new attendee.

3. Confirm or edit the information on the pop-up window. Click on save.

4. Enter the attendee count.