



Detailed Expense Type Examples

The following examples are meant to help the traveler with expense types. Contact Accounts Payable if further assistance is needed with these expense types.

[Air Travel Expense Type](#)

[Ground Transportation Expense Type](#)

[Mileage Expense Type](#)

[Lodging Expense Type](#)

[Meals \(Per Diem\) Expense Type](#)

[Internet Expense Type](#)

[Professional Development Expense Type](#)

[Registration Fees Check Only Payments](#)

[Registration Fees and Membership Dues Receipt](#)

[Miscellaneous Expense Type](#)

[Cash Advance Expense Type](#)



CHROME RIVER QUICK STEP

Mileage Expense Type [\(top\)](#)

This expense type is in the Ground Transportation mosaic tile.

To add the mileage to this trip, click the [Ground Transportation](#) mosaic. Then click the [Mileage](#) sub-mosaic tile.

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1rcelTT0 1 Tf 0 Tc 0 Tw 12.51 0 Td [(m3j -0.001 Tc 0.001 T



CHROME RIVER QUICK STEP

[Lodging Expense Type](#)

This expense type does not have subaccounts.

Click the Lodging expense line, in the main column, on the Expense Report.

Click **Edit**.

Scroll to the bottom of the screen. Attach the receipt to the expense line item. 2017-16-0 ck out 5:31 (e) 2-2
C eiin t2 Mp (9) (1) 21-23 (6605) 12



CHROME RIVER QUICK STEP

Registration Fees and Membership Dues One Receipt [\(top\)](#)

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Cash Advance Expense Type [\(top\)](#)

This expense type has two sub-mosaic tiles, which include: Cash Advance Return and Cash Advance.

Each of these sub-mosaic tiles will require the following fields to be populated:

- x **Date:** date of receipt
- x **Spent:**total being requested
- x **Attachments:**documentation for cash advance request

To add any of these expense types, click the Cash Advance mosaic and then click the respective sub-tile.

- x **IMPORTANT** Cash Advances are issued in limited situations such as for Per Diem for students on faculty led student trips and Per Diem for students of Athletic teams. Contact Accounts Payable to see if a cash advance is applicable for the trip.