

## Expense Types

Expense Type	Use
Airfare	<p>Paid receipts are always required.</p> <p>Airfare is used to reconcile out of pocket and Travel card airline ticket purchases.</p> <p>Tickets purchased using the CTS account will use expense type: CTS Imported Expense.</p>
Airfare Booking Type	Select whether you booked the ticket with BCD Travel or not. If you didn't book with BCD, you still have the option of emailing your itinerary into AggieTravel.
Airfare, Additional Fees	<ol style="list-style-type: none"> <li>1. <b>Baggage</b> - paid receipt is required</li> <li>2. <b>Ticket Change Fee</b>- provide a comment; paid receipt is required</li> <li>3. <b>On Board Internet Access</b> - for business use only</li> <li>4. <b>Seat Selection/Reservation</b> - provide a comment; paid receipt is required</li> <li>5. <b>Upgrade</b> - provide a comment and indicate upgrade on airline ticket for proper approvals and exceptional routing; paid receipt is required</li> <li>6. <b>Priority Access</b> - not allowed; use Personal/Non-Reimbursable</li> <li>7. <b>Other</b>- Provide a comment</li> </ol>
Awards	Awards are typically used in conjunction with Entertainment events, e.g. Service awards, trophies, or gift cards. When a non-cash award is purchased as part of an Entertainment event, ensure policies Bus-79 and G-41 are followed.
Business Services	Use Business Services to claim the cost of ancillary business expenses associated with travel or entertainment. This includes services such as photocopies, faxing, parcel services, etc.
Car Rental	<p>Paid receipts are always required.</p> <p>See <b>Best Practice: Renting a Car</b> at <a href="http://www.travel.ucdavis.edu">www.travel.ucdavis.edu</a></p> <p>Remember: Make ALL car rental reservations through BCD Travel to ensure the UC discounted rates and protections are applied to your car rental.</p> <p><b>Car Rental - Class of Service:</b></p> <ol style="list-style-type: none"> <li>1. Compact/Economy/Intermediate</li> <li>No Cost or Self Pay Upgrade (Use when traveler pays for their own upgrade)</li> <li>Upgraded Service (Requires exceptional approval; submit required documentation)</li> </ol> <p><b>Car Rental - Vendor:</b></p> <ol style="list-style-type: none"> <li>1. Hertz</li> <li>2. Enterprise/National</li> <li>3. Dollar/Thrifty</li> <li>4. Other (Requires a comment)</li> </ol>

Cash Advance Return	The Cash Advance Return is to record excess cash advance that was not utilized on the report. You will still be required to process a Cash Receipt document when returning the money to the University. Include a copy of the Cash Receipt document with the travel expense report.
Conference Registration	Use Conference Registration for reimbursement of the cost of conference, seminar, or lecture, etc. registration fees.  When submitting an expense report to pay your Travel card for conference registration for a group of individuals, the attendance list option should be used to identify the attendees.
CTS Imported Expense	Receipts are always required.  CTS Imported Expense is only used with expenses <b>imported</b> into AggieTravel. This is not an expense type that should be selected for out of pocket transactions.  All CTS Imported Expenses require itemization to update the actual date of the expense and to clarify the expense type, i.e. CTS Hotel, CTS Airfare, etc.
Currency Gain/Loss	The Currency Gain/Loss expense type is used when reconciling a cash advance used in a foreign location which gained or lost value against the dollar.
Entertainment Deposit	Use Entertainment Deposit to account for deposits paid to vendors for events. Entertainment Deposit can be itemized.
Employee Morale Event Entrance Fees	Employee Morale Event Entrance Fees are used when claiming reimbursement for the cost of employee morale activities. This should not be used for the purchase of show tickets for entertainment.
Entertainment Meal, 10 or Less Guests	When hosting a University Entertainment event for 10 or fewer guests, use this expense type to reconcile the cost of a meal. Use the attendance list within the expense to account for the people in attendance. For more information on using the Attendance List feature within AggieTravel, please visit <a href="#">Attendees</a> .
Entertainment Meal, Over 10 Guests	When hosting a University Entertainment event for more than 10 guests, use this expense type to reconcile the cost of a meal. Use the attendance list within the expense to account for the people in attendance, or simply attach a list of the attendees to the report.  For more information on using the Attendance List feature within AggieTravel, please visit <a href="#">Attendees</a> .
Entertainment Rental (AV, dishes, or other)	Audio or Video Rental is most often used in conjunction with hosting a conference. If the rental was purchased as part of a rental agreement, please include a copy of the rental agreement in the reimbursement expense report.
Gas or Fuel	Gas or Fuel is <b>not</b> used in place of claiming personal vehicle mileage per <a href="#">UCOP Travel Policy G-28</a> .

Ground Transportation	<p>Ground Transportation is used to reconcile all forms of ground transportation with the exceptions of rental cars and mileage claims.</p> <p>Select Vendor Type:</p> <ol style="list-style-type: none"> <li>1. Parking/Tolls</li> <li>2. Taxi/Uber/Lyft</li> <li>3. Shuttle Bus</li> <li>4. Train/Light Rail/Rapid Transit</li> <li>5. Other (<i>Requires a comment</i>)</li> </ol>
Group Airfare	<p>Paid receipts are always required.</p> <p>Use Group Airfare for Group Travel when multiple tickets are purchased on the same receipt, or when a group leaders pays for multiple travelers' airfare.</p>
Group Lodging	<p>Paid receipts are always required.</p> <p>Group Lodging is only used with Group Travel. This expense type provides a convenient way to claim group lodging expenses, without having to itemize the entire receipt in AggieTravel. However, always attach the itemized receipt to the report.</p> <p>Use the attendance list feature or attach an attendance list to the report.</p>
Group Meals	<p>Group Meals is only used with Group Travel.</p> <p>To account for the group of travelers, use the attendance list feature or attach an attendance list to the report.</p>
Laundry (Trip Over 6 Days)	<p><i>If a trip lasts more than six days</i>, laundry services may be approved for reimbursement.</p> <p>This expense can be added to lodging itemization, if the laundry was part of the lodging costs, or it can be claimed separately.</p>
Lodging	<p>Paid receipts are always required.</p> <p>Use Lodging for typical lodging costs, including hotel, Airbnb, and other lodging facilities. This expense type requires an itemized receipt be submitted with the expense report, in addition to itemizing the nightly costs.</p> <p>See Lodging-Other for Deposits, Host Gifts, and Long-Term Lodging.</p>
Lodging-Other	<p>Paid receipts are always required.</p> <ul style="list-style-type: none"> <li>• Lodging, Deposit is used to pay for a lodging deposit.</li> <li>• Lodging, Host Gift is used to pay for a host gift, per policy G-28. <u>Receipts are required for host gifts of \$25 or more and are limited to no more than \$75 per host, regardless of the duration of stay.</u></li> <li>• Lodging, Long-Term is used for stays exceeding 30 days and may be entered as one amount for entire duration. Provide a comment including the dates of lodging.</li> </ul>
Meals and Incidentals	<p>Meals &amp; Incidental Expenses is used to claim the cost of meals and tips associated with travel. AggieTravel offers a quick-itemization feature to separate any personal or non-reimbursable expenses.</p>

Meeting Room Rental	<p>Paid receipts are always required.</p> <p>Meeting Room Rental is most often used in conjunction with hosting a conference.</p> <p>If the rental was purchased as part of a rental agreement, please include a copy of the rental agreement in the reimbursement expense report.</p>
Mileage - Google Maps	<p>Use Mileage - Google Maps when entering a single trip or a multi-legged single day trip. The Google Maps mapping service is built directly into the expense type!</p> <p>Note: do <b>NOT</b> select the 'personal' check box within the Google Maps feature. Doing so will reduce your reimbursement by the miles marked personal.</p>
Mileage Log	<p>Use Mileage Log to enter multiple trips, i.e. monthly or quarterly.</p> <p><b>This expense type requires a mileage log.</b> Complete the log and attach it with your receipts. See <a href="http://www.travel.ucdavis.edu">www.travel.ucdavis.edu</a> for the correct PDF form to use with this expense type.</p>
Miscellaneous	<p>If there is not another more appropriate category to claim the expense under, use Miscellaneous.</p>
Per Diem Lodging	<p>The Per Diem Lodging expense type may be selected in lieu of using the Travel Allowance (per diem itinerary) function in AggieTravel.</p> <p><b>Please note:</b> Per Diem Lodging is only for use with travel of 30 days or more and foreign travel.</p>
Per Diem Meals	<p>The Per Diem Meals expense type may be selected in lieu of using the Travel Allowance (per diem itinerary) function in AggieTravel.</p> <p>Please note: Per Diem Meals is only for use with travel of 30 days or more and foreign travel.</p>
Personal/Non Reimbursable	<p>When a portion of an expense is not being claimed, itemize the expense and use Personal/Non Reimbursable.</p> <p>If a Travel card transaction is personal or non-reimbursable, update the expense type to Personal/Non Reimbursable.</p>
Relocation Expenses	<p>Paid receipts are always required.</p> <p>Use expense type Relocation Expenses for all other expenses that do not fall into another relocation expense type. All paid receipts are required, regardless of the amount spent. This expense may be taxable.</p>
Relo - House Hunting	<p>Paid receipts are always required.</p> <p>The expense type Relocation House Hunting is used to reimburse the cost of house hunting expenses associated with relocation. This expense is taxable.</p>
Relo - Meals	<p>Use Relocation Meals to claim the cost of meals and tips associated with relocation.</p> <p>This expense may be taxable.</p>

Relo - Moving Expenses	<p>Paid receipts are always required.</p> <p>Use Relocation Moving Expenses for reimbursement of funds paid directly to a moving company.</p> <p>This expense may be taxable.</p>
Relo - Temporary Lodging	<p>Paid receipts are always required.</p> <p>Relocation Temporary Lodging is used to reimburse the cost of temporary lodging associated with relocation.</p> <p>This expense is taxable.</p>
Show Tickets	<p>Show Tickets is for the cost of tickets to a sporting, theatrical, or musical event furnished to a prospective donor or employee in connection with the conduct of official University business.</p> <p><i>All reports including Show Tickets will route for exceptional approval.</i></p>
Student Program Entrance Fees	<p>Student Program Entrance Fees are used when claiming reimbursement for the cost programmatic or academic activities. This should not be used for the purchase of show tickets for entertainment.</p>
Supplies and Materials	<p>Use Supplies and Materials for reimbursement of necessary items purchased while on travel status or while preparing for an entertainment event.</p>
Travel Agency Fees	<p>Use Travel Agency Fees to claim service fees charged by travel agencies to make your travel reservations.</p> <p><i>These fees <b>do not</b> include insurance of any kind.</i></p> <p><b>Please note:</b> tickets purchased using the CTS account will use expense type: CTS Imported Expense.</p>

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