



Expense Categories and Expense Types Company 13 Reference Guide

This guide describes expense categories and expense types, to show where to record expenses.

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General Information

Expense Type:

1: Travel within your home/base country, select the country location expense type (to capture Value Added Tax expenses)

Example 1: Your home/base country is UK and your business travel was in the UK, select the expense type which starts with UK.

2: Travel outside your home/base country, select the expense type which does not contain a country name (to not record VAT)

Example 2: Your home/base country is UK and your business travel was outside the UK, select the expense type which does not contain a country name.

The merchant/provider must be in your home/base country for VAT to be applicable.

VAT is not applicable for all expenses in your home/base country.

Read the expense type descriptions to decide which expense type to select.

Expense Charge Types:

Project charge code, Expense Type, Expense Charge Type (GL account) and your home org link together to allocate an expense. The project charge code used on the expense report must have a GL account associated with the expense type, for the Expense Charge Type field to populate a drop-down list.

Airfare:

Category **Airfare**

1:

Expense type **country-named Airfare:** original and revised flight costs, seat selection costs

Expense type **country-named Baggage Fee:** baggage fees

Expense type **country-named Agency Fee:** service booking fees

2:

Expense type **AIRFARE:** original and revised flight costs, seat selection costs

Expense type **BAGGAGE:** baggage fees

Expense type **BALBOA FEE:** service booking fees

Transportation Expenses: train, public transportation, taxi (taxi/ride-share), tolls

Category **Other Transportation**

1:

Expense type **country-named expense type**

2:

Expense type **RAIL/TRAIN, TAXI**

Rental Vehicle/Rental Vehicle fuel: rental vehicle expenses, rental vehicle fuel expenses

Fuel expenses for a rental vehicle must be recorded separately by receipt date and separate from the rental vehicle expense.

Category **Rental Car**

1:

Expense type **country-named Rental Car, country-named Petro(l)**

2:

Expense type **Car Rental, Rental Car Fuel**

Mileage: POV (personal vehicle usage for business)

Category **Mileage**

1:

Expense type **country-named Miles, country-named Mileage**

2:

Expense type **Mileage**

Lodging:

TDY (temporary duty): lodging costs from a hotel bill

Lodging for a monthly housing stipend agreement: lodging costs for an approved monthly housing stipend

Category **Lodging**

1:

Expense type **country-named Lodging**

2:

Expense type **Lodging Actual**

Meals: individual employee meals and incidentals (non-business meals, non-employee morale meals)

Category **Meals**

1:

Expense type **country-named Meal**

2:

Expense type **Meals – NO VAT, Meal Assignments**

Business Meal (business was discussed): non-individual meals, non-employee morale meals
All attendees must be listed on the Attendees Details screen.

For employee attendees: record their last name, first name to select them from the drop-down.

Remaining required fields will populate after selecting their name.

For non-employee attendees: record their name, title and company

Category **Meals**

1:

Expense type **country-named Business Meal**

2:

Expense type **MEALS - BUSINESS**

Parking: all parking expenses

Category **Parking**

1:

Expense Type **country-named Parking**

2:

Expense Type **PARKING**

Other Travel Expenses: laundry, other travel costs, auto allowance assignment

Category **Other Travel Expenses**

1:

Expense type **country-named Laundry**

2:

Expense type **Other Travel Costs, Auto Allowance Assignment, Lump Sum Allow Assignment**

Other Expenses: all expense types not listed under their own expense type name

Category **Other Expenses**

1:

Expense type **country-named Relocation**

1: and 2:

Expense types

COMPUTER SUPPLY

DUES & MEMBERSHIP: professional dues or memberships.

EMPLOYEE DRUG TEST

EMPLOYEE MORALE: expenses related to employee morale. (all employee morale expenses are unallowable)

Immunizations: expenses related to immunizations and prescriptions required for travel

LICENSE PERMIT/FEE/CHARGE: professional license and permit fees

MATERIALS: materials

MEETING/SEMINAR/CONF: meeting, seminar or conference fees and expenses

MISCELLANEOUS EXPENSES: can be used when no applicable expense type exists for the expense being recorded. Must contain an explanation of the expense in the comment field.

OFFICE SUPPLIES: office supplies

OTHER TRAVEL EXPENSES: can be used when no applicable expense type exists for the expense being recorded. Must contain an explanation of the expense in the comment field.

PHONE/INTERNET: phone, internet expenses for travel or work sites

POSTAGE & DELIVERY: postage and delivery expenses (or freight expenses when the project does not have a freight GL account)

Paper BER Receipt Placeholder: is a document placeholder, only. The Expense Incurred amount is not reimbursed.

SUBSCRIPTIONS: monthly or annual service subscriptions

VISA/PASSPORT EXPENSES: expenses associated with obtaining a visa or passport