

## Expense

An official function must include all attendees on the attendee list, including the traveler submitting the expense report.

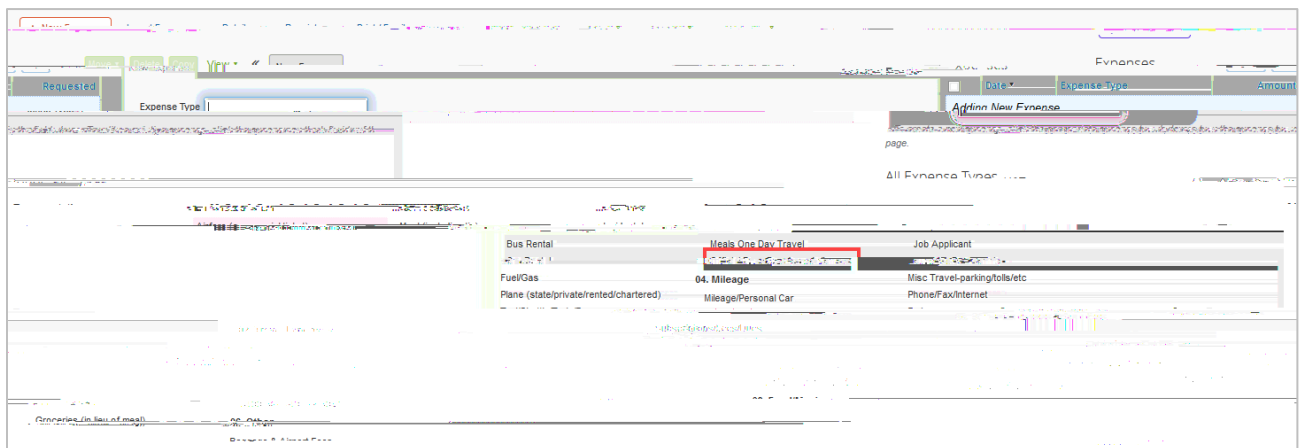
Expenses for official functions, conferences, hearings, interviews or group meetings while in travel status are allowed for various business purposes.

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.

- o 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.

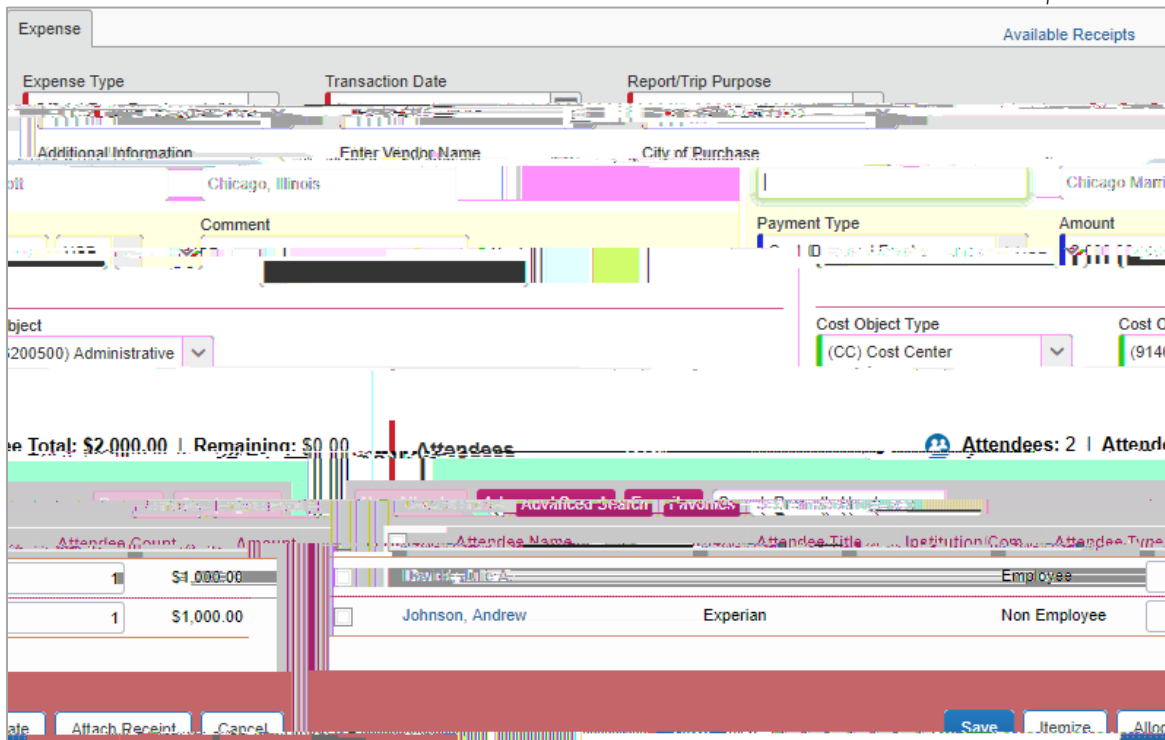
1. Click on *Official Func Exp-Agenda/Names* from the expense type.



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



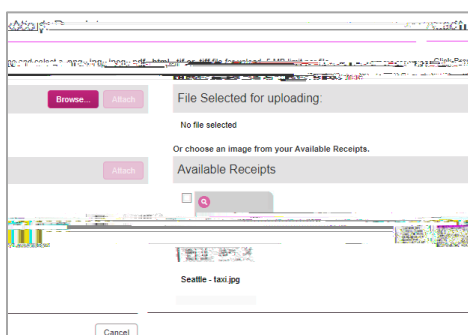




9. Click on attach receipt to add a receipt to the expense.



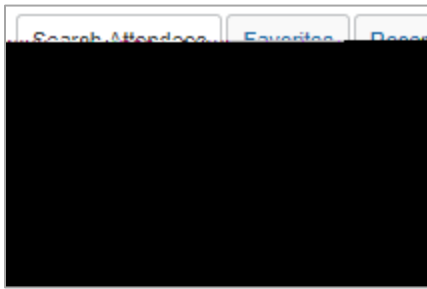
10. Browse for receipt to upload from a computer or use an available receipt.



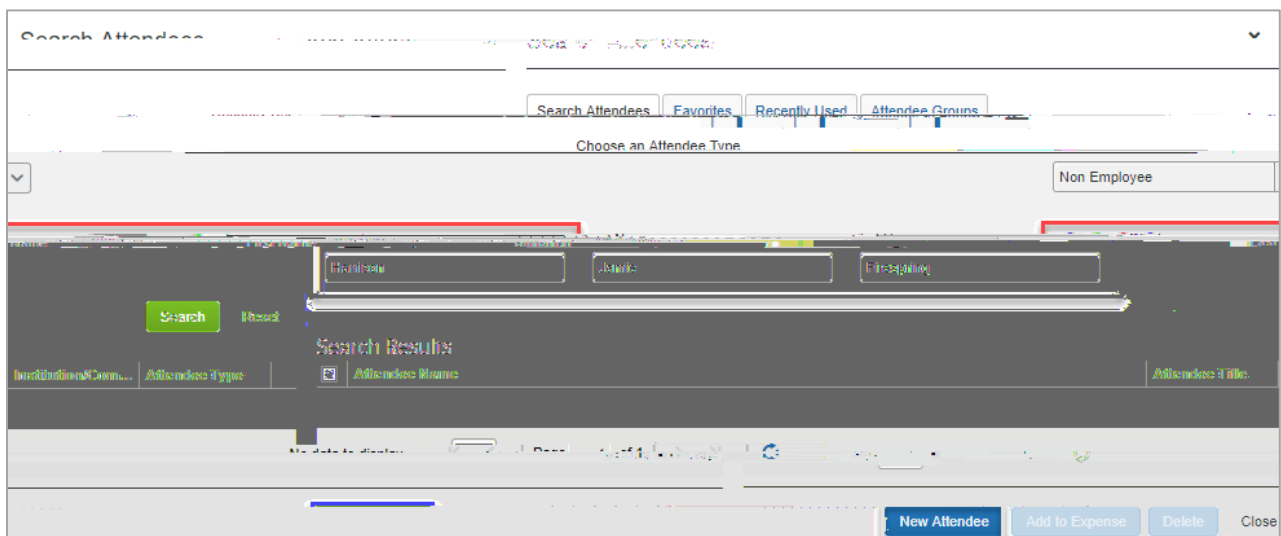
11. When finished, click on save.

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

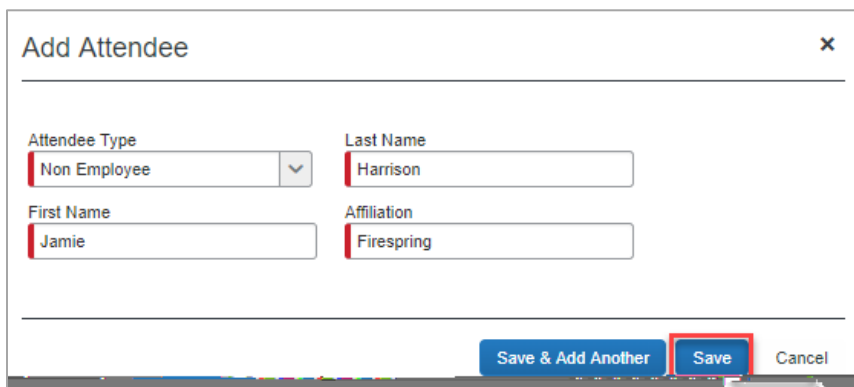




2. Enter the non-employee name.
3. If the non-employee has been entered in a previous expense, click on search. Otherwise, click on new attendee.



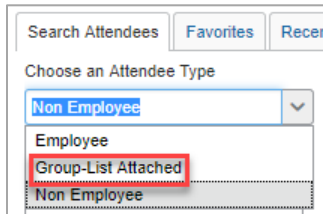
4. Confirm or edit the information on the pop-up window. Click on save.



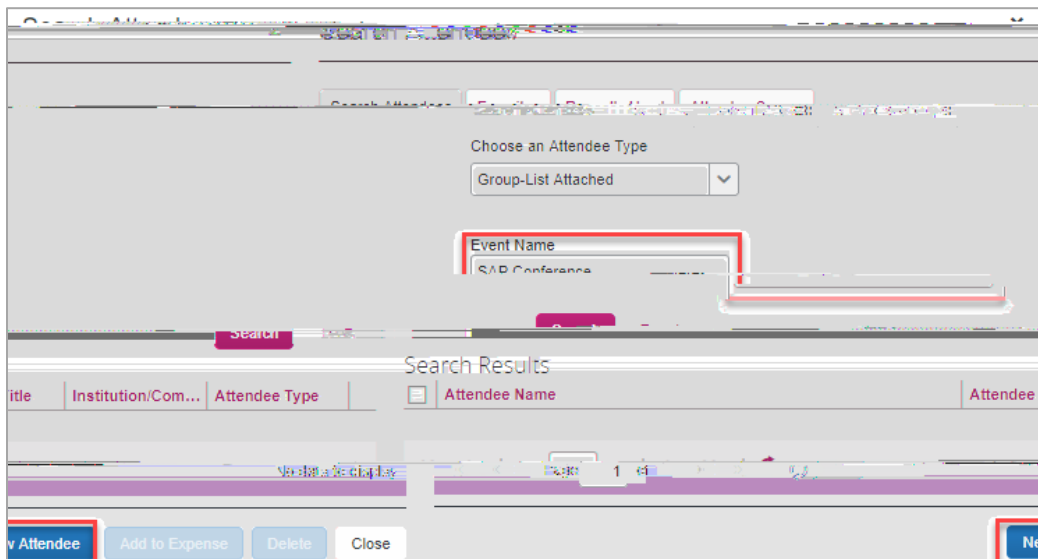
5. Save the expense type.



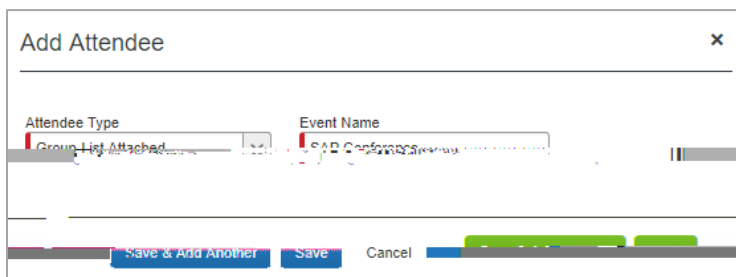
1. Select *Group-List Attached* from the dropdown menu.



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.

# Travel Quick Reference Guide

*Updated December 12, 2019*

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