

Business Purposes

Within the Expense Module, the Business Purpose is used to summarize the official purpose of the travel or expense. The selected business purpose summary is used together with the business purpose details provided by the traveler in the “Expense Justification and Supporting Details” field of the expense report.

There can only be one business purpose per expense report or travel authorization request.

The following table briefly describes each business purpose category:

| BUSINESS PURPOSE | DESCRIPTION |
|---|--|
| Business | Expenses for routine business travel, such as mileage or per diem to attend a meeting, not better classified in a category below. |
| Conference | Expenses incurred to attend or host a conference, such as airfare or registration. |
| Fundraising | Expenses incurred for University fundraising, such as mileage or hosted meal. |
| Job Candidate Hosting | Expenses incurred for hosting job candidates, such as airfare, lodging, hosted meals. |
| Local Travel – Within headquarter location or surrounding areas | Non-overnight, mileage or day trip meal allowance when traveling within the headquarter city or surrounding area. Expenses can be accumulated and filed on a weekly, bi-weekly, or monthly basis rather than on a per-trip basis. |
| Professional Development | Expenses related to faculty presentation of papers, speaking engagements, etc. such as airfare, lodging, per diem. |
| Recruiting | Expenses incurred for recruiting employees and students to the University such as airfare, hosted meals. |
| Relocation | Expenses incurred for employee relocation such as household moving, stipend, temporary lodging. |
| Research | Expenses incurred for research including fieldwork such as airfare, truck rental, M&IE per diem. |
| Study Abroad & International Education Programs | Expenses incurred by travelers (faculty or students) for study abroad or other international education program such as airfare, lodging, hosted meals, etc. |
| Student Travel | Expenses incurred by students for business (conferences, etc.) or educational (field trips, etc.) travel such as airfare, lodging. Does not include Study Abroad or International Education Programs. Employee expenses to accompany students select from other business purpose categories. |
| Tuition, Training, Educational Coursework | Expenses incurred by employees for education or training such as tuition, fees, training registration. |
| Team Travel | Expenses for sport team travel such as airfare, hosted meals, lodging. |
| Non-Travel | Non-Travel related expense reimbursement for low dollar purchases allowed by purchasing policy. |