

**Appendix A - Business Rule Guide for Approvers and Travelers**

Use Description within Details of Expense Type to enter small amounts of information; otherwise, send in documentation when necessary regardless if receipts are necessary or not.	Itemized receipt required if <\$75.00	Itemized receipt required if >=\$75.00	Support document required (e.g., alcohol benefit statement, membership benefit statement)
Business Comm - Internet		X	
Business Comm - Telephone		X	
Business Meals		X	Either the names and titles of the individuals attending and their relationship to the University or the names of the groups/committees and approximate number attending
Business Svc - Copies		X	
Business Svc - Fax		X	
Business Svc - Postage		X	
Exp Adj – External Agency			
Exp Adj – Travel Allowance			
Hotel	X	X	
Miscellaneous		X	
Per Diem – Meals			
REG - Conference/Seminar		X	
Supplies	X	X	
Transp - Airfare		X	
Transp - Bus		X	
Transp - Car Rental		X	
Transp - Gasoline		X	
Transp - Mileage			Mileage log for multiple trips if detail is not entered on the Expense Report
Transp - Parking		X	
Transp - Taxi/Shuttle		X	
Transp - Train		X	