

Business Purposes for Expense Reimbursement

In the Expense Module, the Business Purpose is used to define the type of business conducted. There are fourteen business purposes that describe the official purpose of the travel or expense. 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	Use this category for expenses when all other business purposes are unsuitable.
Conference	Use this category for expenses related to attending a conference.
Development	Use this category for expenses incurred while fundraising on behalf of the University.
Event	Use this category for expenses related to University-sponsored events, such as meetings, conferences, dinners and receptions.
Field Work	Use this category for expenses related to work completed in the field, as opposed to the classroom, laboratory or official headquarters.
Group	Use this category for expenses related to group activities (i.e. more than one participant).
Job Applicant Interview	Use this category for expenses incurred as a result of the interview process for position at the University.
Local Non-Overnight	Use this category for travel-related expenses not associated with an overnight stay.
Recruiting	Use this category for expenses related to recruiting students/faculty/staff.
Relocation	Use this category for employee relocation expenses (e.g. household moves, stipend).
Research Assignment	Use this category for expenses related to research activities.
Student Travel	Use this category for expenses related to student travel.
Training and Educational Courses	Use this category for tuition/other course fees.
Team Travel	Use this category for expenses related to team travel.