

Expense Item	Spend Authorization		Expense Report		
	Include estimated cost in Total Amount for Business Travel Expense Item	Cash Advance allowed if necessary	Link to Spend Authorization	Attachment Requirements	Business Purpose
Airfare	Yes	Yes	Yes	Receipt	
Business Travel	MUST be 1 <sup>st</sup> Expense Item for ALL Requests	No	Not allowed as Exp. Item		
Conference/Sem	Yes	Yes	Yes	Receipt & Training Evaluation Form	
Fees	Yes	No	Yes	Receipt(s)	
Fuel (rarely used)	N/A		Yes or No	Receipt	
Ground Transp.*	Yes	No	Yes	Receipt(s)	
Hotel	Yes	Yes	Yes	Receipt	
Mileage – Local <i>(day-to-day work related travel in personal vehicle)</i>	N/A		No	Mileage Log	Local Travel & Fees
Mileage – Non-Local	Yes	No	Yes	No receipt required	
Per Diem – Meals*	Yes	Yes	Yes	Receipt(s)	
Professional Develop	Yes	Yes	Yes	Receipt & Training Evaluation Form	
Professional Memberships	N/A		No	Receipt	Local Travel & Fees
Subscriptions	N/A		No	Receipt	Local Travel & Fees
Tips*	N/A		Yes	Can only be added in ITEMIZED list for meals or ground transportation	
Virtual Professional Development	N/A		No	Receipt	Select most relevant option: Certifications/Professional Exams, Conference/Seminar, or Continuing Education

\* Meals and Ground Transportation where a tip was paid must be itemized in the **Itemization section** of the specific Expense Item. If no tip was, you do not have to complete this section.