

DOMESTIC EXPENSE TYPE CHEAT SHEET

This guide will help travelers and approvers ensure Expense Reports are accurate and within policy. Accurate expense reports are processed in a timely manner. If any of the required, requested information or attachments outlined below is missing, the Expense Report will be returned for corrections and create delays.

Guides and other resources can be found at: <https://afd.calpoly.edu/travel/resources/>

AIRLINES

	Airline Fees requires description of fee (note: baggage fee is its own expense type & should be used)
	Airfare requires receipt which must include itinerary, class, and form of payment
	If booked less than 21 days before travel start date, provide explanation since best price for airfare is usually 21 days or more before trip
	<u><i>If personal travel:</i></u>
	a second itinerary with pricing is required to compare airfare with personal days against airfare with only business travel days.
	Second itinerary must be similar to trip (like for like) including class of travel, same airports, same travel dates, etc.
	if airfare with personal days is more expensive, employee is required to claim the difference as personal/non-reimbursable expense
	Baggage Fee use for baggage fees only

CAR RENTAL

	Car Rental requires receipt which includes pick up and drop off location, vehicle type, total, and form of payment; preferred over personal car since carries university insurance
	<u>Justification is needed when renting outside of policy, such as:</u>
	renting above intermediate class of car
	renting outside of Enterprise or National car rental companies
	Car Rental Fuel must be on car rental expense report, no other traveler should be paying for gas; cannot expense if claiming Personal Car Mileage
	15 passenger/occupant vans require Driver Safety certificate confirming eligibility to drive such vehicle (present to
	Traveler must be approved by Driver Safety program to drive ANY vehicle on University business; approved driver list can be found here: https://afd.calpoly.edu/risk-management/driver-safety/

PERSONAL CAR MILEAGE

	Personal Car Mileage should be used sparingly and justified since rental car is preferred for drivable trips.
	Concur mileage calculator (within the Personal Car Mileage Expense Type) is required to determine mileage, no other method is acceptable

	if over 250 miles include cost comparison of other transportation options(car rental: car + fuel estimates, airfare or train), if a higher cost option is selected, provide explanation
	Traveler must be approved by Driver Safety program to drive ANY vehicle on University business; approved driver list can be found here: https://afd.calpoly.edu/risk-management/driver-safety/
	Cannot expense Car Rental Fuel if claiming Personal Car Mileage
	Personal Car Mileage Reduction is used to reduce the amount owed to traveler.

HOTEL/LODGING

	Hotel/Lodging (Domestic) requires receipt/folio which should break out each individual expense, such as nightly rate, parking, meals, resort fees, etc.; itemization is required
	If online booking (Priceline, Hotels.com, etc.) request detail folio from hotel when checking out; provide comment if not able to obtain it from the hotel
	If AirBnB, VRBO, etc. must include explanation why selected since hotel is preferred lodging type for employee safety (recommend 4 stars+ accomodations)
	<u>If meal is part of hotel bill, and...</u>
	If charged on Concur Travel card, meal will need to be: * identified as meal provided in per diem (Travel Allowance), and * expensed as Meals Charged on Campus Issued Card
	If out of pocket (for instance charged on personal card), meal will need to be expensed as Personal/NonReimbursable expense

MEAL AND INCIDENTAL

	Meal and Incidental requires a Travel Allowance that lists all cities included in trip, including layovers.
	If conference or any other entity provided meals (including hospitality), each meal for each day should be checked on the Travel Allowance reducing daily meal (per diem) amount
	Meal per diems are location based for employees & \$59 for non-employees
	Receipts only required for expenses greater than \$75
	Meal and Incidentals - First & Last Day is required for first and last day of travel regardless of length of trip, limited to 75% of per diem amount
	Meals Charged on Campus Issued Card is required for all meals charged on Concur credit card. Credit card expenses will offset daily amount owed to employee
	Meals and Incidental expense is required when Meals Charged on Campus Issued Card expense is used
	If the daily total of meals charged on the Concur Travel card is more than the daily per diem allowance, employee will owe money to the university for that day

GROUND TRANSPORTATION

	Ground Transportation must include origin and destination of trip in comment section (example: airport to hotel)
	Receipts only required for expenses greater than \$75

HOSPITALITY

Hospitality requires:
A hospitality justification form
An itemized receipt regardless of dollar amount
All attendees be listed, host cannot benefit from Hospitality
Next in line Manager approval when the per person amount exceeds policy limits (\$30 Breakfast, \$60 Lunch, & \$90 Dinner; all inclusive) - approver to add to approval flow
Hospitality meal costs should be submitted by the highest-ranking employee amongst the attendees

ALL EXPENSES

Expenses incurred by an employee should be approved by the next in line manager, regardless of the type of expense.

OTHER EXPENSES

THE FOLLOWING EXPENSE TYPES REQUIRE: * DETAILED EXPLANATION INCLUDING BUSINESS JUSTIFICATION IN COMMENTS SECTION & * RECEIPTS FOR \$75+
Registration/Fees requires details on what fees are for
Supplies
Booking Fees
Memberships
Newspaper/Magazine/Books
Laundry
Postage/Freight
Printing/Photocopying/Stationery
Internet/Telephone/Fax
Other Expense cannot be used when another expense type is more appropriate and always must be explained