

Creating Reports

When to create a report

- Create an individual report for each trip that includes all travel expenses
- For local expenses, group multiple expenses together on one report

Report Name

- Do not need to put person's name in the "Report Name" field.
- To make tracking reports easier, you may want to add the 5 or 6 digit report key to the "Report Name" field.

Cost Object

- The account number that should be charged for this report (you can also allocate within the report).
- For non-base accounts (anything that begins with a 9), include two zeros in front of the account number.

Expense types

Flowers, gifts, gift cards*	Unallowable Gifts - 516060
Travel	Various Expense Types – 513500, 513700
Books*	Books/Periodicals - 513400
Durable goods and supplies*	Materials - 510010
Consumable supplies*	Office supplies - 510030
Software <i>with Greg Defronzo's approval attached</i>	Materials - 510010
Meals with guests	Business meal - 513500
Food/meals for on campus meetings <i>attach list of attendees to report as a receipt</i>	Meetings - 513910
Alcohol at a meeting	Meeting Alcohol/Unallowable Expense - 513920

Don't Use!	Use Instead
Departmental Food Event – 511200	Meetings - 513910
Research Supplies - 510040	Office Supplies – 510030 OR Materials – 510010*

*University does not reimburse sales tax on supplies and materials. Sales tax must be itemized as personal expense.

Receipt Documentation

- Itemized receipt must be attached for any expense greater than \$25.
- Receipt should show payment method (usually last 4 digits of credit card).
- If receipt is missing, complete a missing receipt affidavit.

Reviewing Reports

- Is this allocated to the correct account? If it includes a grant, is the grant option selected on the report header?
- Are the expense types correct? Is alcohol itemized?
- Do all expenses \$25 or more have receipts attached? Do the receipts match the amount requested?
- Do receipts include all necessary information (itemized? Payment method?)?

Include explanatory comments for anything that might be confusing to someone else reviewing the report.