

G/L Mapping in Concur:

Expense Type	
Accommodations	Domestic - 513500 International - 513700
Hotel Internet Fees	Domestic - 513500 International - 513700
Hotel Phone/Fax	Domestic - 513500 International - 513700
Incidentals	Domestic - 513500 International - 513700
Laundry	Domestic - 513500 International - 513700
Miscellaneous Travel	Domestic - 513500 International - 513700
Airfare	Domestic - 513500 International - 513700
Airline Fees	Domestic - 513500 International - 513700
Car Rental	Domestic - 513500 International - 513700
Fuel	Domestic - 513500 International - 513700
Mileage	Domestic - 513500 International - 513700
Parking/Meters	Domestic - 513500 International - 513700
Public Transport	Domestic - 513500 International - 513700
Taxi	Domestic - 513500

	International - 513700
Tolls/Road Charges	Domestic - 513500 International - 513700
Train	Domestic - 513500 International - 513700
Business Meals	Domestic - 513500 International – 513700 <i>Group meals taken on behalf of university business.</i>
Meals	Domestic - 513500 International – 513700 <i>Individual meals only.</i>
Office Supplies	510030 [Domestic and International]
Printing/Photocopying/Stationary	510030 [Domestic and International]
Currency Exchange Fees	Domestic - 513500 International - 513700
Passport/Visa Fees	Domestic - 513500 International - 513700
Books/Periodicals	513200 [Domestic and International]
Conference Registrations	513900 [Domestic and International]
Non Reimbursable/ Personal Expense	To be used when a personal expense has inadvertently been placed on the Travel Card. When this expense type is utilized (in conjunction with selecting the personal expense checkbox within the line item) Concur will deduct any personal expense from the amount due to the employee for out of pocket expenses. If the cost of the personal expense placed on the Travel Card is greater than the total due to the employee for out of pocket expenses the employee will owe the university the difference (personal card charge less the amount of out of pocket expenses).
Professional Subscriptions/Dues	513900 [Domestic and International]

Relocation	509002 [Domestic and International]
Materials	510010 [Domestic and International] <i>Items needed for purpose of trip purchased during travel dates</i>
Tips/Gratuities	Domestic - 513500 International - 513700
Meetings	Domestic - 513910 International - 513910 <i>Expenses involved with on campus meetings</i>
<i>Hotel Parking</i>	Domestic - 513500 International – 513700
<i>Alcohol</i>	Domestic - 513510 International - 513710
<i>Cash Advance Return</i>	140400 [Domestic and International]
<i>Spousal Travel</i>	Domestic - 513510 International – 513710

Exceptions:

Trip Purposes (all expenses within reports that have the below trip purposes will map to the following G/L's):

- House Hunting - 509002 [Domestic and International]
- Relocation - 509002 [Domestic and International]
- Athletic Recruiting - 509001 [Domestic and International]