BULLETIN 06-25-2019

FY 2020 Expense Reports

Business Purposes:
Effective July 1, 2019, employees will have a reduced number of business purposes to choose from when creating an expense report. Our goal is to align the expense reporting process more closely with the way p-card activity is captured in the general ledger. Below is the list of business purposes that will be available starting July 1, 2019.

Purpose	Descr	Short Desc
BT-IS	Business Travel-In State	TRVL-IS
BT-OS	Business Travel-Out of State	TRVL-OS
CR-EDU	Career Education	Career-Edu
CF-IS	Conf/Conv/Training-In State	CONF-IS
CF-OS	Conf/Conv/Training-OutofState	CONF-OS
BTCTS	COURTS-Assignments	CTSASSIGN
GB-NT	General Business - Non-Travel	GENBUS-NT
INDIS	LEG Business Trvl-In District	BUSinDIS
BT-LG	LEG Business Trvl-Per Diem	LEGPerDiem
BT-LM	LEG Miscellaneous	LEGmis
NE-IS	Non-employee Travel-In State	NE-IS
NE-OS	Non-employee Travel-OutofState	NE-OS
MOVE	Relocation/Moving	MOVING

Employees should be creating separate expense reports for each business purpose. For example, they should report expenses related to attending a conference on one report and then create a different report for their expenses related to in-state business. We realize that this may result in having to submit a higher number of reports but it will allow agencies the ability to more accurately analyze their spending.

Expense Types:
When an employee enters information in the Expense module to claim reimbursement of eligible travel expenses, they must associate an "expense type" with each claimed expense. The expense type chosen allows the system to automatically fill in the appropriate account number. Effective July 1, 2019, the default account number for the expense type "Career Education<5250" will be changed to 7350000-Tuition & Fees NonRpt Training.