




























ExpenseUVA Expense Tile Descriptions







<u>Expense Category</u>	<u>Expense Type</u>	<u>When to Use</u>	<u>Maps to Expenditure Type</u>
AIR TRAVEL 	Airfare 	Domestic Air: Coach class tickets are an allowable expense. All other class of tickets are discouraged, but can be purchased with justification and approval by the Supplemental Approver. International Air: Coach and business class are allowable expenses. First class tickets are discouraged, but can be purchased with justification and approval by the Supplemental Approver	Travel, Public Carrier, US or Travel, Public Carrier, For
	Agency Fee 	Travel agency booking fees	Travel, Agent Fees
	Baggage fee 	Baggage fees in general or extra charges for overweight bags	Travel, Other Airline Fees, US or Travel, Other Airline Fees For
	In-Flight Wi-Fi 	In Flight Wi-Fi for business purposes	Travel, Other Airline Fees, US or Travel, Other Airline Fees For
	Change fees 	Fees charged by the airline for changing a flight	Travel, Other Airline Fees, US or Travel, Other Airline Fees For
	Air Upgrade 	Airline upgrades including seat upgrades (i.e. Coach to Business class, Economy to Economy plus. etc.)	Travel, Other Airline Fees, US or Travel, Other Airline Fees For

GROUND 	Car Rental 	The traveler must decline any additional insurance offered for any vehicle leased or rented within the continental United States, its territories or possessions, or Canada. The traveler is required to purchase the LDW and CDW insurance on the rental contract for vehicles rented outside the United States, its territories or possessions, or Canada.	Travel, Rental Vehicle, US or Travel, Rental Vehicle, For
	Vehicle Fuel 	Vehicle fuel for rental car or fleet vehicle. Not to be used for personal vehicle domestically	Supplies, Gas & Diesel Fuel
	Mileage 	Reimbursement of mileage for those using their personal car	Travel, Personal Vehicle
	Parking 	Parking fees incurred while traveling on official University business Parking or traffic fines are not allowable for University faculty, staff, or students	Travel, Parking & Misc
	Public Transit 	Any public transportation such as a bus, metro/subway, etc.	Travel, Public Carrier, US or Travel, Public Carrier, For
	Rail 	Coach and Business class rail are allowable. Tickets that include sleeping accommodations require justification and approval by the Supplemental Approver	Travel, Public Carrier, US or Travel, Public Carrier, For
	Rail Upgrade 	Fee for upgrading rail seat or cabin	Travel, Public Carrier, US or Travel, Public Carrier, For

	Taxi/Shuttle/ Limo 	Taxi or Airport Shuttle Services - Also includes Uber or Lyft, car service or limo service	Travel, Public Carrier, US or Travel, Public Carrier, For
	Toll 	Individual tolls, EZ Pass, or other Toll Pass programs	Travel, Parking & Misc
MEALS 	Per Diem Wizard 	Claiming Per Diem, regardless of fund sources, must follow the rate thresholds in the Rate Guide. Meals provided by others or classified as a business meal must be deducted. Employees will receive 75% of the per diem rate for first and last day of travel regardless of the actual meals purchased or travel times (This is an IRS rule to ensure a compliant Accountable Plan)	Travel, Meals Per Diem, US or Travel, Meals Per Diem, For
	Travel Actual 	Meals that Employees purchase, in lieu of claiming Per Diem. When claiming actual meals Employees should follow the University's standard daily limit of \$75. Exceptions over 2x\$75 (\$150) per day require justification and approval by the Supplemental Approver. Alcohol purchases must be charged to local funds or be paid by the traveler and deducted from the reimbursement amount.	Travel, Meals Actual, US or Travel, Meals Actual, For
	Business Travel 	Meals that Employees consume with others in a business capacity, in Charlottesville or the surrounding area. Employees should follow the University's standard daily limit of \$75. Exceptions over 2x\$75 (\$150) per day require justification and approval by the Supplemental Approver. Alcohol purchases must be charged to local funds or be paid by the traveler and deducted from the reimbursement amount.	Meals, Business






	<p>Business Non-Travel</p> 	<p>Meals that Employees consume with others in a business capacity, in Charlottesville or the surrounding area. Employees should follow the University's standard daily limit of \$75. Exceptions over 2x\$75 (\$150) per day require justification and approval by the Supplemental Approver.</p> <p>Alcohol purchases must be charged to local funds or be paid by the traveler and deducted from the reimbursement amount.</p>	<p>Meals, Business</p>
	<p>Day Trip</p> 	<p>Meals consumed while on a trip taken for University business that does not involve an overnight stay. Day trip meals may be reimbursed based on the locale for the meal in the Rate Guide and is a taxable expense.</p>	<p>Travel, Meals Actual, US or Travel, Meals Actual, For</p>
	<p>Athletic Student</p> 	<p>Meals to be used by Athletics only</p>	<p>Meals, Athletic Stdnt Use Only</p>
	<p>Meals Per Diem Single Day</p> 	<p>N/A – UVA does not use this tile</p>	
	<p>Catering</p> 	<p>This is the activity of providing food and drink for a group of people, typically with services such as setup, staffing, and cleanup included – May only be paid by a Travel & Expense card</p>	<p>Svcs, Catering</p>
<p>HOTEL</p> 		<p>Travelers should follow the University's standard nightly limit for lodging. The limit is \$300 for hotels and other alternative lodging. Exceptions over 2x\$300 (\$600) per night require justification and approval by the Supplemental Approver.</p>	








	Room Charge (Itemization) 		Travel, Subsist & Lodging, US Or Travel, Subsist & Lodging, For
	Tax/Fees (Itemization) 		Travel, Subsist & Lodging, US Or Travel, Subsist & Lodging, For
	Parking & Transportation (Itemization) 		Travel, Parking & Misc
	Phone/Internet /Printing (Itemization) 		Svcs, Telecom, Cell, Internet
	Meals (Itemization) 		Travel, Meals Actual, US or Travel, Meals Actual, For
	Conf/Mtg Svcs (Itemization) 		Rent, Conference/Meeting Space
	Other (Itemization) 		Travel, Parking & Misc






TRAVEL OTHER 	Passport/Visa 		Svcs, Employment Visa Fee
	Insurance 	Travel related insurance – not to be used for employee health insurance	Travel Costs, Training (all)
	Travel Deduction 	A travel deduction is to be used for non-reimbursed travel expenses. Examples include deducting half of a room charge on hotel bill when splitting with another traveler or deducting a specific amount off of a total reimbursement	Travel Costs, Training (all)
	Conference Registration 	Registration fees to attend a conference	Training Fees & Materials
T&E CARD CASH ADVANCE 		<p>Cash Advances can be made on the Travel and Expense Card for cash related travel expenses such as traveling to countries with a cash-based economy. Cash advances are allowed on the travel card only while you are in travel status, or within seven days of an official University business trip.</p> <ul style="list-style-type: none"> • Please keep all receipts when spending money from a cash advance. You will be required to itemize all expenses when you return in ExpenseUVA. • When expensing, add up all receipts that would fall into the following categories: Lodging, Ground, Meals, Travel Other, or Supplies. • Any unused portion of a cash advance should be marked as "personal" in ExpenseUVA so it will be deducted from your next paycheck. <p>To Request a Cash Advance on the Travel and Expense Card please complete the Card Change Request form: Request Cash Advance.</p>	




	Lodging (itemization) 		Travel, Subsist & Lodging, US Or Travel, Subsist & Lodging, For
	Ground (itemization) 		Travel, Public Carrier, US or Travel, Public Carrier, For
	Meals (itemization) 		Travel, Meals Actual, US or Travel, Meals Actual, For
	Travel Other (itemization) 		Travel Costs, Training (all)
	Supplies (itemization) 		Supplies, Office
EQUIP- MENT AND SUPPLIES 	Educational Materials and Supplies 	Books or supplies purchased for research or to be used in classes	Supplies, Educational
	Food/Drink/ Supplies 	Purchase of food, drink and supplies that does not include any vendor-provided services	Supplies, Food & Drink

	<p>Furniture and Equipment</p> 	<p>Subcategory options are:</p> <p>Desktop Computing</p> <p>Educational</p> <p>Electronic</p> <p>Equipment Rental Lab</p> <p>Mechanical</p> <p>Medical/Dental</p> <p>Mobile Computing</p> <p>Network Computing</p> <p>Non-Electronic</p> <p>Office</p> <p>Other Computing</p> <p>Recreational</p>	<p>Eq NonCapital Desktop Comp Or Eq Capital Desktop Comp Eq NonCapital Educational Or Eq Capital Educational Eq NonCapital Electronic Or Eq Capital Electronic Rent, Equipment Eq NonCapital Laboratory Or Eq Capital Laboratory Eq NonCapital Mechanical Or Eq Capital Mechanical Eq NonCapital Medical & Dental Or Eq Capital Medical & Dental Eq NonCapital Mobile Comp Or Eq Capital Mobile Comp Eq NonCapital Network Componen Or Eq Capital Network Components Eq NonCapital Non-Power Or Eq Capital Non-Power Eq NonCapital Office Furniture Or Eq Capital Office Machines Eq NonCapital Other Comp Equ Or Eq Capital Other Comp Equ</p>
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		Software	Eq NonCapital Recreational Or Eq Capital Recreational Eq NonCapital Comp Software Or Eq Capital Comp Software
	Office Supplies 		Supplies, Office
	Lab Supplies and Chemicals 		Supplies, Lab, Chemicals
	Other Equipment and Supplies 	Subcategory options are: Agricultural Supplies Building/Ground Materials and Supplies Clothing and Laundry Electrical R&M Fabrication Equip Non-Capital OSP Mgmt Library Books Medical/Dental Supplies Merchandise for Resale Natural Gas Other Lab Supplies Pharmaceutical Drugs Recreational Supplies Vehicle Supplies	Supplies, Agricultural Supplies, Building R&M Supplies, Apparel Supplies, Electrical R&M Eq Fabrication NonCap OSP Mgmt Library Books Supplies, Medical & Dental Supplies, Merchandise, Resale Supplies, Gas, Natural Supplies, Lab, Other Supplies, Pharmaceutical Drugs Supplies, Recreational Supplies, Vehicle R&M
SERVICES 	Professional Licenses / Fees 	Organizational Dues, Fees, Licenses, etc.	Professional Licenses & Fees

	Express/ Mail Services 		Svcs, Express
	US Mail 	Conferences room rentals, AV fees, etc. are allowable expenses	Svcs, U.S. Postal
	Telecom/ Cell/ Internet 	Phone or internet for work purposes	Svcs, Telecom, Cell, Internet
	Skilled Services 	Any service that is a specialty, i.e. translation services, transcribing services, etc. May only be paid using a Travel &Expense card	Svcs, Skilled, Other
	Publications/ Advertising 	Job postings, presentation posters, publications, printing, posting in online journals or publications, etc.	Svcs, Advertising & Media
	Conference Services 	Costs associated with hosting or presenting at a conference	Rent, Conference/Meeting Space
	Other Services 	Subcategory options are: Background Checks Building and Grounds Freight Inbound Freight Outbound Health Insurance Insurance Med Summer Camp	Svcs, Background Check Svcs, General R&M, Other Svcs, Freight, Inbound Svcs, Freight, Outbound Svcs, Health Ins Reimburse Insurance, Med, Summer Camp

		Laundry/Linen Services Medical Services Non-Professional Memberships Printing and Copying Rent Land/Buildings Subscriptions/Publications Training Registration/Materials Vehicle Repair and Maintenance	Svcs, Laundry & Linen Svcs, Medical Svcs, Memberships to Orgs Svcs, Printing Rent, Land & Buildings Svcs, Subscrip, Publications Training Fees & Materials Svcs, Vehicle R&M
SPECIAL PAYMENTS 	Gifts Non-Employee 	Gifts for non-employees	Gifts (non-cash)
	Employee-Award Non-Taxable 	Supplies for employee recognition event, sympathy flowers - regardless of amount, gifts to employees costing \$99.99 or less	Emp, Recognition Awrd-Non Txbl
	Employee Award Taxable 	Employee gifts costing \$100 or more. All gift cards – gift cards are taxable regardless of the amount	Employee, Recognition Awards
	Entertainment Expense 	Expenses incurred while entertaining. Entertainment expenses for guests are allowable if they have a clear business purpose or the event occurs directly before or after conducting University business. Entertainment expenses may include social or recreational activities. Entertainment should be within reasonable limits and not lavish, excessive, or inappropriate.	Entertainment Expense
	Human Subject Gift Cards 	Gift Cards for paying Research Participants (Human Subjects) - Visit the Paying Research Participants page for more details	Svcs, Human Subject Pymts

	Contributions 		Contributions
	Royalties 		Svcs, Royalties, Corporation
STUDENT PROGRAM COSTS 		<p>Travel, lodging, food expenses when used for a program for a group of students.</p> <p>Costs associated with a student program funded by student tuition and fees. Used when funds have been collected to defray the costs to the department.</p> <p>Can be used as an all-inclusive expense type instead of itemizing to individual expenditure types.</p>	Student Program Costs

For more information, see <http://uvapolicy.virginia.edu/policy/FIN-004>