

Purpose of the Document

When creating an Expense Report or Travel Plan, a Purpose must be selected. The Purpose determines the list of available expense types, which affect the Account code. The Purposes available for a General User and a Power User are described below.

General User

Select the Purpose...	If you need to...
Advances	Request a Program or Travel Advance.
Employee Misc Expense Reimbursement	Reimburse employees for miscellaneous expenses.
	Close or replenish a program advance.
	Replenish petty cash.
Employee Travel/Meal Reimbursements and T-Card Charges	Reimburse employees for travel expenses.
	Reimburse employees for business meals.
	Reconcile T-Card charges for employee travel or business meals.
	Close a travel advance.

Power User

This includes all purposes for the General User in addition to the purposes listed below.

Select the Purpose...	If you need to...
Arranged Travel – Employees (T-Card)	Reconcile T-Card charges for travel arrangements for employees.
Arranged Travel – Non-Employees (T-Card)	Reconcile T-Card charges for travel arrangements for non-employees.
Misc Vendor – Payment for Goods	Pay a vendor invoice for goods purchased (e.g., office supplies).
Misc Payment – Vendors, Non-Employees, and Students	Pay a vendor for services (e.g., consulting).
	Reimburse travel expenses to a non-employee who has a Banner vendor number.
	Pay a non-employee an honorarium.
Misc Vendor – Foreign Natl Reimbursements	Reimburse a student or non-employee who has a Banner vendor number and is not a U.S. citizen or permanent resident.
Temp Vendor Payments	Issue a refund (e.g., overpayment).
	Reimburse a non-employee who is a U.S. citizen or permanent resident.
	Pay a human subject who is a U.S. citizen, or permanent resident (if the total amount is less than \$100.00 for the calendar year).
Temp Vendor Payments – Foreign Natl Reimbursements	Reimburse a student or non-employee who is not a U.S. citizen or permanent resident.