

## 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...
<b>Advances</b>	Request a Program or Travel Advance.
<b>Employee Misc Expense Reimbursement</b>	Reimburse employees for miscellaneous expenses.
	Close or replenish a program advance.
	Replenish petty cash.
<b>Employee Travel/Meal Reimbursements and T-Card Charges</b>	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...
<b>Arranged Travel – Employees (T-Card)</b>	Reconcile T-Card charges for travel arrangements for employees.
<b>Arranged Travel – Non-Employees (T-Card)</b>	Reconcile T-Card charges for travel arrangements for non-employees.
<b>Misc Vendor – Payment for Goods</b>	Pay a vendor invoice for goods purchased (e.g., office supplies).
<b>Misc Payment – Vendors, Non-Employees, and Students</b>	Pay a vendor for services (e.g., consulting).
	Reimburse travel expenses to a non-employee who has a <b>Banner</b> vendor number.
	Pay a non-employee an honorarium.
<b>Misc Vendor – Foreign Natl Reimbursements</b>	Reimburse a student or non-employee who has a <b>Banner</b> vendor number and is not a U.S. citizen or permanent resident.
<b>Temp Vendor Payments</b>	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 \$200.00 for the calendar year).
<b>Temp Vendor Payments – Foreign Natl Reimbursements</b>	Reimburse a student or non-employee who is not a U.S. citizen or permanent resident.