

Travel Categories

The University is required by the Illinois Office of the Comptroller to report what portion of an employee's travel is paid by the employee then reimbursed as an out of pocket expense and what portion was purchased on a Travel Card (T-Card).

The Travel Category field is required when the purpose of *Arranged Travel – Employee* or *Employee Travel/Meal Reimbursement and T-Card Charges* is chosen.

Step	Task
1.	Create an Expense Report (ER).
2.	Complete the Document Header information. NOTE: The Travel Category field is required when the Purpose of <i>Arranged Travel – Employee</i> or <i>Employee Travel/Meal Reimbursement and T-Card Charges</i> is chosen.
3.	Select an Expense Type from the menu.
4.	Click the Add Expense button.
5.	Enter the information in the fields under Standard Information .
6.	Select a Travel Category from the Travel Category menu. <ul style="list-style-type: none">Select the correct Travel Category based on the expense type that was chosen. If the expense was employee paid, then select one of the <i>Employee Reimbursement</i> categories. If the expense was paid with a T-Card, then choose one of the <i>T-Card</i> categories.